Government of Bengal

The Bengal Survey and Settlement Manual

1935

Superintendent Government Printing
Bengal Government Press, Alipore, Bengal
1935

Published by the Superintendent, Government Printing
Bengal Government Press, Alipore, Bengal

Agents in India.

Messrs. S. K. Lahiri & Co., Printers and Booksellers, College Street, Calcutta.

Messrs. Thacker, Spink & Co., Calcutta.

Customers in the United Kingdom and the Continent of Europe may obtain publications either direct from the High Commissioner's office or through any bookseller.

WEST BENGAL SECRETARIAT LIBRARY.
Call No.
Accession No. 189
Date: 16 SEP 1953.
Received from
L & LR Dept.

X723:(Z).2C2.N4
G5
98971

PREFACE.

1. The Manual was last revised in 1917 under the supervision of Mr. M. C. Mcalpin, I.C.S., since then, the Tenancy Act Amendment Bill of 1928 and numerous orders of Govern-

THE BENGAL SURVEY AND SETTLEMENT MANUAL, 1935.

Correction slip No. 94.

Calcutta, the 24th November 1948.

Appendix "O", Rule 9, page 285.—

(i) *Substitute* "Re. 1-8" *for* "Re. 1" *against* "District maps, scale 4 miles to 1 inch, plain paper (black)".

(ii) *Substitute* "Rs. 3" *for* "Re. 1-8" *against* "District maps, scale 4 miles to 1 inch, plain paper (printed in colours)".

(iii) *Substitute* "Rs. 3" *for* "Re. 1-8" *against* "Thana maps (final), scale 1 mile to 1 inch, printed in colours".

(iv) *Substitute* "0-6" *for* "0-4" *against* "Thana maps (final), scale 1 mile to 4 inches, printed in black".

(v) *Substitute* "0-9-0" *for* "0-6-0" *against* "Thana maps (not final), scale 1 mile to 1 inch, printed in black".

(vi) *Substitute* "0-6" *for* "0-4" *against* "Village map".

Price—2 annas.

WBGP-49/50-3628E-1,200

The 16th March 1935.

TABLE OF CONTENTS.

PART I.

General.

		Page.
Chapter	I—Introductory	1
,,	II—Initiation of Survey and Settlement Proceedings ..	2
,,	III—General control	5
,,	IV—Powers of officers	18
,,	V—Accounts and financial control	22
,,	VI—Court, process and copying-fees	39
,,	VII—Settlement appointments, allowances and establishments	42
,,	VIII—Training of officers in Survey and Settlement work ..	57
,,	IX—Indents and stock	59
,,	X—Settlement buildings	67

PART II.

Survey and Settlement Operations.

Chapter	I—Programme of Survey and Settlement operations ..	75
,,	II—Traverse Survey	76
,,	III—Preparation for Settlement	80
,,	IV—Organisation of headquarters office	85
,,	V—Cadastral Survey	88
,,	VI—Boundary Disputes	91
,,	VII—Erection of marks, boundary and special	94
,,	VIII—Khanapuri	99
,,	IX—From field bujharat to final scrutiny of the record ..	101
,,	X—Settlement of fair rents (with some connected rules for the settlement of revenue), when a settlement of land revenue is being or is about to be made	103
,,	XI—Final Statistics	116
,,	XII—Fair-copying of the record and printing	119
,,	XIII—Custody of the printed records	121
,,	XIV—Final publication	122
,,	XV—Apportionment, Computation, Recovery, and Distribution of copies	126

		Page.
Chapter.	XVI—Settlement of the fair rent and decision of disputes under Part III of Chapter X of the Bengal Tenancy Act ..	131
,,	XVII—Appeal and Revision	133
,,	XVIII—Final Reports	135
,,	XIX—Deposit of Settlement Records in the Collectorate Record-room	140

PART III.

Settlement of Land Revenue.

Chapter	I—Preliminary instructions for the settlement of Land Revenue	147
,,	II—Resumtion proceedings or the assessment to revenue or rent of lands held revenue free or rent-free	150
,,	III—Land revenue demand and the determination of assets and allowances	152
,,	IV—Selection of settlement-holders	156
,,	V—Period of settlement	158
,,	VI—Confirmation of settlement of land revenue, powers of Revenue authorities to sanction and to give effect to such settlements	161
,,	VII—Settlement of Alluvial formations	165
,,	VIII—Resettlement of Government or temporarily settled-estates	171
,,	IX—Cancellation of leases and reduction of assessments ..	173

PART IV.

Miscellaneous.

Chapter	I—Correction of the Collector's Land Registration registers ..	177
,,	II—Thana (Jurisdiction) Maps and Lists	179
,,	III—Maintenance of boundary and special marks	181
,,	IV—Uses of settlement records in executive matters ..	186
,,	V—General suggestions as to the use to Magistrates of settlement records in the trial of criminal cases arising out of land disputes	191
,,	VI—Colonisation	193

APPENDICES.

Appendix	A—Government Rules under the Bengal Tenancy Act ..	195
,,	B—Standard notifications of area and powers	208
,,	C—Notification extending the Bengal Tenancy Act to Jalpaiguri District	210
,,	D—Notifications prescribing the use of survey maps and records for the purposes of section 21 of the Indian Registration Act	213

		Page.
Appendix	E—Issue of Commissions by Civil Courts of Revenue Officers under certain sections of the Bengal Tenancy Act ..	213
,,	F—(1) Dates of submission of indents for forms and stationery ..	215
,,	F—(2) Rules and Regulations of the Mathematical Instrument Office	216
,,	G—Calendar of returns, etc., due from Settlement Officers and Collectors	231
,,	H—Order XVI—First Schedule of the Civil Procedure Code ..	233
,,	J—(1) Scale of Court-fees in settlement operations under the Bengal Tenancy Act	241
,,	J—(2) High Court Rules under the Court-fees Act relating to fees payable under that Act	244
,,	K—Rules for appointment and leave of Kanungos	259
,,	L—Rules regarding the presentation of appeals and petitions ..	262
,,	M—Rules for the training of Junior Officers, Kanungos, and Amins	265
,,	N—Forms of leases	276
,,	O—Rules for the supply of maps from Collectorates and Sub-divisional offices	284
,,	P—Sample estimate of staff and rates	296
,,	Q—Rules for the Bargadagi system of Survey in initial raiyatwari settlements	305
,,	R—Rules for the determination of the unit of Survey ..	307
,,	S—(1) Area Conversion Table—(Acres to bighas)	308
,,	S—(2) Area Conversion Table—(Local measure to acres) ..	309
,,	T—Sample programme and estimate in a small operation ..	310
,,	U—Rules for the calculation of leave and pension contribution ..	335
,,	V—Inspection Questions for Collectorate Registers relating to Settlements	336
,,	W—Rules for the supply of printed saleable records from Collectorates and Settlement offices	340
,,	X—Settlement Forms	353
,,	Y—Instruction for the preparation of Mahalwar and Mouzawar Registers	551
,,	Z—(1) Principles to be followed by officers entering into contracts on behalf of Government	553
,,	Z—(2) Rules for the protection of Government buildings from fire	554
	Index	557

The Bengal Survey and Settlement Manual, 1935.

Part I.—General.

CHAPTER I.—Introductory.

Explanation.

1. This Manual is a compilation of the principal rules of procedure relating to surveys and settlements. The technical rules will be found in the separate publication entitled "Technical Rules and Instructions of the Settlement Department." The various forms, notices, returns, registers, etc., whether prescribed or reproduced as samples, have been brought together in the list of forms in Appendix X, and numbered serially, except where for convenience, they have been inserted in the text. Other forms used in settlement operations will be found in the Technical Rules and Instructions.

Extent of application on the Manual.

2. Survey and settlement operations or survey operations alone are conducted under the following Acts and Regulations: Settlement Regulations VII of 1822, IX of 1825 and IX of 1833, Acts IX of 1847 (Assessment of Alluvion), V (B.C.) of 1875 (Survey), III (B.C.) of 1876 (Irrigation), VIII (B.C.) of 1879, VI (B.C.) of 1880 (Drainage), II (B.C.) of 1882 (Embankments), VIII of 1885 (The Bengal Tenancy Act) as amended up to date, I (B.C.) of 1887 (Calcutta Survey), I of 1894 (Land Acquisition), and V (B.C.) of 1897 (Partition of Estates). The rules of procedure and the technical rules relate primarily to surveys and settlements under the Settlement Laws, the Bengal Tenancy Act and the Bengal Survey Act but they may also be followed, so far as they are applicable, in operations under the other Regulations and Acts mentioned.

Settlement processes.

3. Survey and settlement operations, or more briefly settlement operations, as they will be called hereafter, consist of four main branches:—

(*a*) the survey and mapping of land;

(*b*) the preparation of a record-of-rights;

(*c*) the settlement of rents payable by tenants; and

(*d*) the settlement of land revenue.

A detailed summary of the processes followed under the Bengal Tenancy Act is given in rule 47 of the Government Rules under the Bengal Tenancy Act (hereafter referred to as Government Rules, *vide* Appendix A). These are also followed in settlement operations under other Laws or Regulations, so far as they are applicable.

CHAPTER II.—Initiation of Survey and Settlement Proceedings.

Laws under which proceedings can be initiated.

4. (1) Survey and settlement operations are initiated under the following laws:—

(*a*) Chapter X of the Bengal Tenancy Act.

(*b*) Regulation VII of 1822.

(*c*) Act VIII (B.C.) of 1879.

(*d*) Act I (B.C.) of 1887.

(*e*) Act III (B.C.) of 1884.

(2) Chapter X of the Bengal Tenancy Act is in force throughout the Presidency of Bengal except in the following areas:—

(*a*) The town of Calcutta as defined in section 1 (3) (*i*) and (*ii*).

(*b*) The district of Darjeeling.

(*c*) The Chittagong Hill Tracts.

(*d*) Such Municipalities as have been excluded from the operation of the Act by a notification under section 1 (3) (*iii*).

(3) Regulation VII of 1822 is used for the settlement of land revenue.

(4) Act VIII (B.C.) of 1879 is used in the district of Darjeeling. The rent law in force in this district is Act X of 1859.

(5) Under Act I (B.C.) of 1887 a survey can be ordered in the town of Calcutta. The relations of landlord and tenant in the town of Calcutta are governed by contract.

(6) Under section 223A of Act III (B.C.) of 1884 a survey can be ordered in any Municipality other than Calcutta.

(7) Executive orders of Government control survey and settlement operations in the Chittagong Hill Tracts.

(8) The Bengal Tenancy Act has been extended to the district of Jalpaiguri except the Western Duars subject to the restrictions and modifications contained in Notification No. 963T.R., of 5th November 1898. The extent to which the Bengal Tenancy Act applies to the Western Duars of the district of Jalpaiguri is indicated by Notification No. 14007L.R., dated the 1st December 1933.

Land revenue settlement.

5. When the Bengal Tenancy Act is in force, all operations for the revision or assessment of land revenue will in future be preceded by operations under Chapter X of that Act, unless there are good and sufficient reason for not settling rents under that Act. The assessment of revenue in temporarily settled private estates will always be made under Regulation VII of 1822. The assessment of revenue in Government estates will be made either under Regulation VII of 1822 or under Chapter X of the Bengal Tenancy Act, according as the relationship between Government and the

under-tenants is regulated by existing contracts or by statute (*vide* rule 573). In such estates where there are proprietors but no tenants the whole settlement will be carried out under that Regulation.

In certain cases where a settlement of land revenue is being made, fair and equitable rents of tenants may be fixed under section 191 of the Bengal Tenancy Act.

6. The following rules have been laid down by the Government of India* for the guidance of the Government of Bengal in dealing with the land revenue settlements:— Relations of the Governments of India and of Bengal regarding land revenue settlements.

(1) *Rule 6, page 3.*—For the words "Government of India" "Local Government" *substitute* the words "Central Government" "Provincial Government" respectively wherever they appear in the rule.

assessments, but their previous

applied for, if it is proposed to effect a settlement or resettlement for a period exceeding 30 years or to extend the term of an existing settlement so that the total period of settlement exceeds 35 years.

ew permanently settled estate is created but the upon lands not permanently settled are under the tion 1 of Act 31 of 1858 added to the jama of a cled estate no sanction of the Governor-General in red for this incorporation. Subject to this rule sions of any legislation specifically requiring that he Governor-General in Council shall be obtained, nment have full power to sanction the inception erations and to confirm assessments without prior Government of India. The Bengal Alluvial Land Settlement Act.

orts need be submitted for the sanction of the ndia only when it is proposed to act in a manner rule will require their sanction. If such action is ter the inception operations, sanction may be stage of the operations before confirmation.

nt of Revenue and Agriculture, Government of India, 13th May 1922 and Department of Education, Health and of India No. 716, dated the 31st August 1923.

s under the Bengal Tenancy Act, undertaken for ses referred to in section 101, require the sanction 7, *page* initiated by a notification under e word "Provincial" Act. Where land revenue or any portion of the operations, ion under section 101 (*a*), word "local" in the first sentence purposes referred to in section 10 notification under that section. Settlements for purposes of general administration Area notifications.

sary to issue a notification under section 101 (2) under section 101 (1) is already in force in the

operations, or where it is proposed to employ rvey Department who have no powers under the Act, whether the operations are under the Bengal Survey—Area notifications.

Revenue and Agriculture, No. 291-120-2, dated 24th Feb-

Tenancy Act or not, a notification under section 3 of the Bengal Survey Act V (B.C.) of 1875, in addition to the notification, if any, under the Bengal Tenancy Act, should be issued. Standard notifications for both survey and settlement will be found in Appendix B (*i*), (*ii*) and (*iii*).

Applications under section 103.

9. An application can be made by landlords and tenants under section 103 for the preparation of record-of-rights, and such proceedings can be initiated under Government rule 46 (7) on the orders of the Commissioner without any notification. Applications should, however, ordinarily be made under section 101 (2) (*a*).

Any landlord other than Government for whose land a record-

(3) *Rule 9, page 4.*—For the word "Local" in the last sentence *substitute* the word "Provincial."

question at his cost which is to be paid in advance.

Municipalities.

10. Municipal areas will ordinarily be dealt with in the course of major operations under Chapter X of the Tenancy Act (V

Correction slip No. 45, dated the 7th December 1938.

The following additions and alterations should be made *in handwriting* in the rules mentioned therein, instead of pasting in correction slips:—

(1) *After* the word "Government" in rules 10, 41, 50, 56 and 222, *add* "through the Board of Revenue," and also *delete* the word "direct" in rule 41.

and Surveys

for a special apportionment order, and the accounts should be kept in such a way as to give effect to that order. In large municipalities, or in other cases, when it is practically certain that a special apportionment order will be necessary, separate accounts of the operation should be kept from the outset.

In all municipalities the Settlement Officer will consult the municipal authorities in regard to the topographical details which should be shown in the maps. If details other than those ordinarily shown in the settlement maps are required to be shown, the additional cost involved will be recovered from the municipality concerned.

Intimation to Railway Administrations and Public Departments of initiation of Survey and Settlement operations.

11. As soon as the Survey and Settlement of any area is definitely decided on, the Settlement Officer or Collector, as the case may be, will send information thereof to the Agent of the railway line, if any, running through the area, the Chief Engineer, Public Works Department, the Chief Engineer, Irrigation Department, the Chairman of the District Board, or of the Municipality and to any other public body having land within the area. The information given should include a copy of the programme of the operations and should be accompanied by a request that the respective authorities will inform their subordinate officers and take such steps as they consider necessary to ensure that their lands are correctly surveyed and recorded.

CHAPTER III.—Control.

1.—General Control.

Position of Director of Land Records and Surveys in Settlement operations.

12. (*i*) Survey and Settlement Operations which require any special establishment, even though the establishment consists of a single amin, have been placed under the control of the Director of Land Records and Surveys under whatever Act or Regulation the Settlements are conducted and whether for the purpose of settling land revenue or not. All [illegible]

Bar (3) *For* the word "Government" in rules 12 (*i*), 24, 26, 57 and 131 (second sentence) and 221, *substitute* "the Board of Revenue" and also *delete* the word "direct" in rule 12 (1). 45.46

Position of Commissioner in settlement operations.

(*ii*) Other Survey and Settlement operations are under the control of the Commissioner of the Division, who in such cases exercises, so far as may be necessary, the executive powers and functions ascribed to the Director of Land Records and Surveys in the rules in the Manual.

Position of the Director, Eastern Circle and the Director, Map Publication of the Survey of India in Settlement operations.

(*iii*) The Director of Eastern Circle, Survey of India, is advisor to the Government of Bengal in matters of Survey and Mapping and on all technical questions relating thereto, and is entitled to inspect such work in order to ensure that the work is up to the necessary standard, in particular, for its use in the compilation of the preliminary small scale maps of the Surveyor General.

Position of the Collector in Settlement operation.

(*iv*) Whenever it is necessary to relay old maps in char areas the supervision of the Director of Surveys will be requisitioned by the Collectors who will at the same time inform him of the approximate area involved in the relay and the distance from fixed points in the Asli lands, etc., to enable him to decide whether the work should be done by the Collectorate Kanungoes or by an expert from the Director's staff.

Classification of settlements for purposes of control and supervision. (1) Major; (2) Minor.

13. For the purpose of control and supervision, settlement operations are classified into major and minor operations as follows:—

(*i*) Major operations include large and important operations under the control of an officer of the Indian Civil Service or any other officer, who has by special orders of Government been placed directly under the control of the Director of Land Records and Surveys, Bengal.

(*ii*) Minor operations. The land revenue resettlement operations are conducted by specially appointed Settlement Officers who work directly under the Director of Land Records and Surveys. Other minor operations when not placed under such officers are conducted under the control of the Collector.

Where no special Settlement Officer has been appointed, the Collector or the Deputy Commissioner is the ex-officio Settlement Officer and corresponds direct with the Director. In areas in which the Bengal Tenancy Act applies, he discharges the statutory functions of a Settlement Officer under Government rule 44.

Preliminary correspondence.

14. Preliminary correspondence regarding surveys and settlements which are to be placed under the control of the Director of Land Records and Surveys under rule 12 will be carried on by him with the Collector and the Commissioner.

Deposit of cost of preliminary arrangements and correspondence.

15. In order to provide against a possible loss to Government of any expenditure incurred on preliminary correspondence and arrangements for settlements proposed to be undertaken on the application of landlords or tenants no action should be taken on such applications unless and until funds have been deposited sufficient to cover the cost of such preliminary correspondence and arrangements.

(4) *For* the words "Government in the Revenue Department" in rule 16, *substitute* "the Board of Revenue." C.S. 48 communication

in major operations.

Records and Surveys to Government in the Revenue Department.

Relation of Settlement Department with Collectors, Commissioners and the Board.

17. In all operations, the Settlement Officer should keep the Collector concerned informed of the progress of important settlement operations in his district and should consult him regarding important points of principle so that the Collector may be able to express his own views, if necessary. Similarly, the Director of Land Records and Surveys in all operations should refer such questions to the Commissioner, when necessary. The Board will be addressed by the Commissioner or the Director of Land Records and Surveys in regard to questions of assessment, etc., in which it is necessary under the law or rules that the orders of the Board shall be obtained.

Suggestions of District Judges to be obtained in important operations.

18. Before important settlement operations are undertaken, the Government will address the District Judges whose jurisdictions will be affected and ask for their advice on the points which, in their experience, call for special attention in the coming settlement proceedings. They will also request them to bring to notice any matters of importance which may attract their attention during the course of the operations.

Chain of communications in Minor operations.

19. When a Special Settlement Officer conducts minor operations rule 16 will apply. In other cases the chain of communications will be from the officers in immediate charge of the operation and the Collector to the Director of Land Records and Surveys.

Collector's supervision of Minor operations.

20. Except when he is excluded from the charge either under rule 13 or rule 19 by the express order of Government it is the duty of the Collector to exercise close supervision over all minor operations, and he should not content himself with merely forwarding the reports and returns of the officer in charge subordinate to him.

Chain of communications in Municipal Surveys.

21. In Municipal Surveys under the Bengal Survey Act, 1875 or the Calcutta Survey Act, the chain of correspondence will in each case be settled by Government.

Procedure to be followed when

22. When the Director of Land Records and Surveys is not conveying the instructions or orders of the Board of Revenue or of

(6) *Delete* the words "or Government as the case may be" in rule 22. C.S. 48

proper form of communication will be for the

through Commissioners.

Director to ask the Commissioner to issue such instructions if he has no objection. If the Commissioner disagrees with the Director,

the Commissioner's views, the matter will be referred to the Board or Government as the case may be. In purely technical matters, the Director will communicate his instructions direct to Collectors.

Technical and legal difficulties (minor operations.)

23. In minor operations technical difficulties, should be referred, when necessary, by the Settlement Officer or Collector under whom the work is being conducted for orders of the Director of Land Records and Surveys. Legal difficulties should similarly be referred if the question is of sufficient general importance and it is proposed to adopt a procedure or a solution of the difficulty contrary to the orders or practice of the Settlement Department.

II.—Inspection.

Director of Land Records and Surveys' inspections of major operations.

24. The Director of Land Records and Surveys will inspect all major operations. He will send printed copies of important inspection notes to the Settlement Officer, the Commissioner of the Division and ~~Government~~. C.S. 65

Typed copies should be sent to the Settlement Officer concerned and to Government immediately after the note has been recorded. The Settlement Officer should report within a month of the receipt of the inspection note what action has been taken to remedy the defects, if any, noticed.

Collector's inspection in minor operations.

25. In minor operations, the Collector or the Settlement Officer as the case may be will make frequent inspections of the work both in the office and in the field. A copy of his inspection notes will be forwarded in duplicate to the Director of Land Records and Surveys, who will forward one copy to the Commissioner of the Division for information.

Director's inspection of minor operation.

26. Minor operations will be inspected when necessary by the Director of Land Records and Surveys. Copies of his inspection notes will be forwarded to the Collector or Settlement Officer as the case may be, and to the Commissioner of the Division. But where the note is of general importance, a copy will be forwarded to Government. The Collector or Settlement Officer will report within a month of the receipt of the inspection note what action has been taken to remedy the defects, if any, noticed.

(7) *Delete* the entire rule 27. B.S. 46

nission of
n of
tor's
inspection notes to the Board.

Revenue.

Notes for inspections.

28. It should be remembered that the best inspection of the quality of the work is made locally by going through and checking completely a record of a village or estate with all connected papers in any branch of the work, checking the same from the statements of the landlords and tenants present. Inspecting officers should therefore make a point of doing this, whenever possible. The following points will also demand their attention in the case of each branch of work or each branch of the office:—

(1) the programme and progress of the work in the branch (in minor operations in each estate also), and its relation to other branches of work;

Preliminary correspondence.

14. Preliminary correspondence regarding surveys and settlements which are to be placed under the control of the Director of Land Records and Surveys under rule 12 will be carried on by him with the Collector and the Commissioner.

Deposit of cost of preliminary arrangements and correspondence.

15. In order to provide against a possible loss to Government of any expenditure incurred on preliminary correspondence and arrangements for settlements proposed to be undertaken on the application of landlords or tenants no action should be taken on such applications unless and until funds have been deposited sufficient to cover the cost of such preliminary correspondence and arrangements.

(4) *For* the words "Government in the Revenue Department" in rule 16, *substitute* "the Board of Revenue." C.S. 48 — communication

in major operations.

Records and Surveys to Government in the Revenue Department."

Relation of Settlement Department with Collectors, Commissioners and the Board.

17. In all operations, the Settlement Officer should keep the Collector concerned informed of the progress of important settlement operations in his district and should consult him regarding important points of principle so that the Collector may be able to express his own views, if necessary. Similarly, the Director of Land Records and Surveys in all operations should refer such questions to the Commissioner, when necessary. The Board will be addressed by the Commissioner or the Director of Land Records and Surveys in regard to questions of assessment, etc., in which it is necessary under the law or rules that the orders of the Board shall be obtained.

Suggestions of District Judges to be obtained in important operations.

18. Before important settlement operations are undertaken, the Government will address the District Judges whose jurisdictions will be affected and ask for their advice on the points which, in their experience, call for special attention in the coming settlement proceedings. They will also request them to bring to notice any matters of importance which may attract their attention during the course of the operations.

Chain of communications in Minor operations.

19. When a Special Settlement Officer conducts minor operations rule 16 will apply. In other cases the chain of communications will be from the officers in immediate charge of the operation and the Collector to the Director of Land Records and Surveys.

Collector's supervision of Minor operations.

20. Except when he is excluded from the charge either under rule 13 or rule 19 by the express order of Government it is the duty of the Collector to exercise close supervision over all minor operations, and he should not content himself with merely forwarding the reports and returns of the officer in charge subordinate to him.

Chain of communications in Municipal Surveys.

21. In Municipal Surveys under the Bengal Survey Act, 1875 or the Calcutta Survey Act, the chain of correspondence will in each case be settled by Government.

Procedure to be followed when

22. When the Director of Land Records and Surveys is not conveying the instructions or orders of the Board of Revenue or of

(6) *Delete* the words "or Government as the case may be" in rule 22. C.S. 48

through Commissioners.

the proper form of communication will be for the Director to ask the Commissioner to issue such instructions if he has no objection. If the Commissioner disagrees with the Director,

the Commissioner's views, the matter will be referred to the Board or Government as the case may be. In purely technical matters, the Director will communicate his instructions direct to Collectors.

Technical and legal difficulties (minor operations.)

23. In minor operations technical difficulties, should be referred, when necessary, by the Settlement Officer or Collector under whom the work is being conducted for orders of the Director of Land Records and Surveys. Legal difficulties should similarly be referred if the question is of sufficient general importance and it is proposed to adopt a procedure or a solution of the difficulty contrary to the orders or practice of the Settlement Department.

II.—Inspection.

Director of Land Records and Surveys' inspections of major operations.

24. The Director of Land Records and Surveys will inspect all major operations. He will send printed copies of important inspection notes to the Settlement Officer, the Commissioner of the Division and ~~Government~~. C.S. 45

Typed copies should be sent to the Settlement Officer concerned and to Government immediately after the note has been recorded. The Settlement Officer should report within a month of the receipt of the inspection note what action has been taken to remedy the defects, if any, noticed.

Collector's inspection in minor operations.

25. In minor operations, the Collector or the Settlement Officer as the case may be will make frequent inspections of the work both in the office and in the field. A copy of his inspection notes will be forwarded in duplicate to the Director of Land Records and Surveys, who will forward one copy to the Commissioner of the Division for information.

Director's inspection of minor operation.

26. Minor operations will be inspected when necessary by the Director of Land Records and Surveys. Copies of his inspection notes will be forwarded to the Collector or Settlement Officer as the case may be, and to the Commissioner of the Division. But where the note is of general importance, a copy will be forwarded to Government. The Collector or Settlement Officer will report within a month of the receipt of the inspection note what action has been taken to remedy the defects, if any, noticed.

(7) *Delete* the entire rule 27. D.S. 45

mission of
n of
tor's
inspection notes
to the Board.

Revenue.

Notes for inspections.

28. It should be remembered that the best inspection of the quality of the work is made locally by going through and checking completely a record of a village or estate with all connected papers in any branch of the work, checking the same from the statements of the landlords and tenants present. Inspecting officers should therefore make a point of doing this, whenever possible. The following points will also demand their attention in the case of each branch of work or each branch of the office:—

(1) the programme and progress of the work in the branch (in minor operations in each estate also), and its relation to other branches of work;

(2) the staff employed; its organisation and outturn;

(3) the rules and methods of payment and the arrangements for the prompt and proper distribution of pay;

(4) the Registers and forms used; and

(5) the observance of the prescribed procedure and rules.

Notes of some of the other important points which require the attention of the Inspecting Officer will also be found at the end of the different chapters of the Technical Rules and Instructions dealing with the different branches of work.

In addition to those points, Inspecting Officers should ascertain whether adequate arrangements have been made for the commencement of settlement operations and particularly for their early closure, nothing whether maps and finally published records are properly and promptly deposited in the Collectorate Record-room. Collectors should examine the arrangements for maintenance of boundary marks.

III.—Sanction.

Classifications for financial purposes.

29. For financial purposes settlement operations are divided into the following classes:—

(1) Major, i.e., District Surveys and preparation of record-of-rights financed in the first instance from Provincial revenues.

(2) Minor, i.e.

(*a*) Land Revenue Settlement operations, the cost of which is [illegible] to Government and

[illegible], dated the 7th December 1938.

(4) *Rule 30, page 8.*—For the word "Local" in the first sentence *substitute* the word "Provincial".

M [illegible] *Cancel* existing [illegible]

sa

30. The sanction of the Provincial Government is required for the inception of major operations. The inception proposals are to be submitted to Government through the Board of Revenue. As a rule, no other operations will be undertaken in future in any district in which there is a reasonable possibility of an early district settlement.

(*a*) *Major operation.*

Major operations: proposals for inception.

31. The Director of Land Records and Surveys will, after consulting the local officers, submit a full report on the proposals for the inception of any major operation, together with a detailed programme and estimate for the whole operation in Forms 1-5 through the Commissioner to Government, with his proposals, if any, for the revision or resettlement of an[illegible]

(5) *After* the word "Commissioner" in rules 31 and 38, *add* "and the Board of Revenue." E.S. 4

[illegible] undue labour and expense, be easily omitted from the operations.

The report should show the area to be surveyed and settled, the object for which the survey and settlement is to be undertaken, including the anticipated increase of revenue, the probable time which it will take to complete the operations, and the settlement appointments to be created, if any, with an estimate of the cost and the source from which funds are to be provided.

Major operations: Annual budgets for the ensuing financial year.

82. Settlement Officers of major operations will send to the Director of Land Records and Surveys on or before the 15th August programme and original budget estimates for the following financial year in Forms 3 and 6, together with the following statements:—

(a) Details of staff in Form 7.

(b) Details of job and contract in Form 8.

*(c) An estimate of indirect expenditure.

*(d) An estimate of the expenditure on special work (*i.e.*, work other than Survey or Settlement work proper) included in the above estimates.

*(e) An estimate of receipts other than recoveries.

*(f) An estimate of recoveries.

They will fully examine in their covering letter the case with reference to the complete estimates for the work both in the matter of the total expenditure up to the end of the previous financial year, and of the estimates for the coming year. Any circumstances likely to affect the programmes for the two settlement years, portions of which are covered by the budget estimates or to retard or accelerate the completion of the

Correction slip No. 47, dated the 7th December 1938.

Cancel existing Rule 34 on pages 9-10 and *substitute* the following:—

udget.

34. The Director of Land Records and Surveys will submit to the Board of Revenue by the 7th October for transmission to the Government in the Revenue Department on or before the 15th October, the original programmes and budget estimates for the ensuing financial year for the major operations in progress, sending at the same time copies of the budget to the Accountant-General of Bengal and the Finance Department. All proposals for new schemes should be submitted in duplicate to the Board of Revenue by the 7th September for transmission to the Government in the Revenue Department not later than the 15th September in schedules—the preparation of which is governed by instructions issued by the Finance Department from time to time—and a copy sent to the Finance Department.

rations f f Land ad

Modified budget estimates for the current financial year will also be forwarded to the Board of Revenue by the 7th October for transmission to the Government of Bengal on or before the 15th October with the revised programme and necessary explanation. Separate sanction should be asked for, if excess expenditure or reappropriation, other than what the Director of Land Records and Surveys is empowered to make, is necessary. Copy of the modified budget estimate should also be sent to the Accountant-General of Bengal on the same date. The reappropriation as made there would be considered as sanctioned by the Director of Land Records and Surveys so far as the powers with which he is vested are concerned, and for others, orders of the Government will be accorded on the modified budget submitted through the Board by the Director of Land Records and Surveys and communicated to the Accountant-General of Bengal.

Modified budget estimates for the current financial year will also be forwarded to the Government of Bengal on or before the 15th October with the revised programme and necessary explanation. Separate sanction should be asked for, if excess expenditure or reappropriation, other than what the Director of Land Records and Surveys is empowered to make, is necessary. Copy of the modified budget estimate should also be sent to the Accountant-General of Bengal on the same date. The reappropriation as made there would be considered as sanctioned by the Director of Land Records and Surveys so far as the powers with which he is vested are concerned, and for others, orders of the Government will be accorded on the modified budget submitted by the Director of Land Records and Surveys and communicated to the Accountant-General of Ben[illegible]

Director's powers of reappropriation.

35. The Directo[illegible] and Records and Surveys, has such powers of reappropriat[illegible] budget grants for Survey and Settlement subject t[illegible] rough," *substitute* the word conferred on him u[illegible] rd of Revenue." S.A.R.

Under Government o[illegible] ed in letter No. 1240-L.R., dated the 17th November 193[illegible] irector of Land Records and Surveys is empowered to sanctio[illegible] payments of sums due from his departments on contracts entered into by Government and to sanction reappropriations within a grant between heads subordinate to a minor head which does not involve under-taking a recurring liability subject to the following provisions:—

(*i*) Funds must not be reappropriated to meet an item of expenditure which has not been sanctioned by proper authority.

(*ii*) No reappropriation should be made to meet expenditure which is likely to involve further outlay in a future financial year.

(*iii*) Funds provided for non-voted items must not be reappropriated to other non-voted items or voted items and funds provided for voted items must not be reappropriated to non-voted items.

(*iv*) No reappropriation shall be made from savings under pay or salaries.

(*v*) No reappropriation shall be made from or to the head "Contract contingencies."

(*vi*) No reappropriation shall be made to the heads "Purchase of books" and "Temporary establishment."

(*vii*) All reappropriations made shall be in respect of the grants placed at his disposal.

(*viii*) When a proposal involves reappropriations from provisions under a "Deduct" head, it should without exception have sanction of Government in the Finance Department.

(*ix*) Orders sanctioning reappropriation should be addressed to the Accountant-General, Bengal, and copies should be communicated immediately to the Finance Department through the Revenue Department.

(b) Minor Operations.

36. The sanction of Government is required to the inception of all minor operations except in the case of operations under section 102 [illegible] Act (*vide* Rule 9 of this Manual), when the sanction of the Government of India is required. Under Government order No. 6737L.R., dated the 28th June [illegible], the Director of Land Records and Surveys is authorised to sanction small inception proposals in minor settlement operations provided the total expenditure does not exceed the normal grant for minor settlement operations and the grant sanctioned for the purpose for the year in which the operations are undertaken. Limit of Director's power to sanction of inception proposals in minor operations.

(5) *Rule 36, page 11.*—In line 6 when the sanction of the Government of India is required substitute the Government of India."

37. The Director of Land Records and Surveys will maintain a calendar of resettlement operations for Government and temporarily-settled estates for the whole province 25 years ahead. The programme of such operations will be based on this calendar subject to the usual sanction of Government. Inception pro- Land Revenue Settlement.

(6) *Rule 37, page 11.*—For the word "Government" in the first sentence *substitute* the word "Crown" consult the Collector before submitting the [illegible] to Government.

38. All proposals for the re-settlement of land revenue and all applications for settlement in respect of [illegible], attached, or samindari estates or tenures, in which any special establishment is to be employed and all proposals other than those above for proceedings under Chapter X of the Bengal Tenancy Act, when for any reason the work is to be carried out before the general operations in the district, should, as far as possible, be prepared by the Director of Land Records and Surveys in consultation with the Collector by 1st June and for each operation—

(1) a programme in Form 3;

(2) an estimate of the total cost showing the proposed expenditure for each year in Form 2 with

Correction Slip No. 7.

Calcutta, the 21st August 1936.

Part I, Chapter III, Rule 38 (2) (a) and (b), page 11.—In place of Rs. 70 and Rs. 30 *substitute* Rs. 120 and Rs. 35, respectively.

estimate of charges for leave and pension contribution of permanent officials whether wholly or partially employed, for Director of Land Records and Surveys' control at the rate of 10 per cent. of the estimated direct expenditure, and indirect charge including charges at the rate of Rs. 20 per square mile for forms and stationery, furniture, instruments, tents and books supplied by the Collectorate;

(3) the draft notifications for undertaking the work and vesting the officers nominated with the necessary powers.

The proposals will be submitted to Government by the Director of Land Records and Surveys through the Commissioner for sanction, a copy of it being sent to the Survey Branch of his office for action, should traverse survey be required to be undertaken. In important operations the procedure in rule 31 will be followed.

A sample programme and estimate are given in Appendix T. The instructions given therein for its preparation should be carefully followed and the Forms A, B, C and D adhered to.

Unit of estimate.

39. When practicable, operations in different estates may be grouped together to form one unit of programme and estimate. The officer nominated to undertake the work must have had previous settlement experience. The district of which he is a native should invariably be reported.

Land revenue settlement.

40. In the case of estates, tracts, etc., under settlement of land revenue their area, existing revenue, the percentage of total enhancement expected and the term of settlement anticipated should be reported. In such cases as no recoveries are effected, the estimates should not show expenditure on establishment partially employed on settlement work or on indirect charges, but should show the expected expenditure on such extra establishment as amins and chain-men and on equipment, if necessary. The estimates, on the contrary, for "advance recoverable" operations should include all charges.

Sanction to revised estimates.

41. When the expenditure incurred or anticipated during any year has the effect of raising the initial estimate of the total costs of the operations in any estate or area, an application should be made by the officer-in-charge for sanction to the revised programme and estimate of the settlement of that estate or area accompanied by the statements prescribed in rule 38. Such applications should be made on or before the 15th August to the Director of Land Records and Surveys, who will submit them direct to Government.

Annual Budget Estimates.

(7) [illegible]ary Settlement Officer or Collector will submit to the [illegible] Records and Surv[illegible] before the 15th August [illegible]nd an origi[illegible]ent" in the first [illegible] in th[illegible] [illegible]overnment estates (khas mahals), temporarily-settled [illegible]es or zamindari estates, of which the inception has been sanctioned. No provision need be made for expenditure in indirect charges or leave and pension contribution, but, in the case of settlements financed from "advances recoverable" provision should be made for Director of Land Records and Surveys' control. Only one programme and budget estimate is necessary in each district for both classes of minor operations, the provision made for "advances recoverable" being neutralised by a deduct entry of an equivalent amount.

S45

Rule 42, page 12.—For the sentence substitute the word "Omitted".

43. The annual original budget estimate will be accompanied by a statement in the following form:— Lump grant.

Class.	Area, tract or estate forming unit of estimate.	Sanctioned operations.				Probable operations.	Remarks.
		Sanctioned estimate (direct charges).		Amount required (direct charges).		Lum sum required for the following year (direct charges).	
		For the whole operations.	For the following year.	For the whole operations.	For the following year.		
Minor Land Revenue.							
Minor Advance Recoverable and deposits.							

For operations which have not been sanctioned but may eventually be undertaken, the lump sum required for each class of operations for local expenditure should be entered in coulmn 7 in the above statement and explained in the covering letter.

44. On or before the 15th August in each year a revised programme and a modified budget estimate should be similarly submitted by the Officer-in-charge of the operations for the current year to the Director of Land Records and Surveys with a statement similar to that prescribed in the last rule showing the amount required for direct charges during the current year. Modified budget estimates.

45. The Director of Land Records and Surveys is empowered to sanction budget estimates, original or modified, provided that the estimate for any year has not the effect of raising the sanctioned estimate of total costs of the operations in any estate or area concerned. Original and modified budget estimates of expenditure for the year, sanctioned by the Director of Land Records and Surveys should not be submitted to Government but communicated to the Accountant-General, Bengal. Power of Director of Land Records and Surveys to sanction budget.

In the case of Minor Settlement operations, the lump grant will be distributed by the Director of Land Records and Surveys under the different detailed account heads provided that the total voted and non-voted grants are not exceeded and that the distri-

Correction slip No. 48, dated the 7th December 1938.

Cancel existing Rule 46 on page 13 and *substitute* the following:— ' Land ıd iginal imates.

46. The Director of Land Records and Surveys will prepare a consolidated estimate showing the amount required during the following year for minor operations for submission to the Board of Revenue by the 7th October for transmission to Government in the Revenue Department by the 15th October, including the amount to be provided in lump. He will at the same time send to the Accountant-General, Bengal, a copy of the detailed budget estimates by detailed heads, including the amount to be provided in lump.

Distribution of lump grant.

47. By the 30th April a distribution of the lump grant by detailed heads should, if possible, be communicated by the Director of Land Records and Surveys to the Accountant-General, Bengal, in order to enable him to make the necessary entries in the Auditor-General's Civil Estimates and also to conduct the audit against the budget grants.

Director of Land Records and Surveys revised budget estimate.

48. The Director of Land Records and Surveys will also send to the Accountant-General, Bengal, a copy of the detailed modified budget estimates for the current year by detailed heads before the 15th October.

Cost of Court of Wards Estates.

49. In the case of settlement operations in areas under the Court of Wards, the Settlement Officer will at the time he prepares his budget inform the Collector for inclusion in his Wards' budget of the amount of cost to be recovered or deposited in the ensuing financial year.

Budget of Surveys Office and Director's own office.

50. The estimates for Controlling Office, Drawing Office, Professoinal Survey Parties, Major and Minor operations, and Land Records Superintendence will be submitted by the Director of Land Records and Surveys to Government at the same time as the Settlement budgets. Copies will be sent to the Accountant-General as required by rule 46.

Reproduction of maps.

51. The Settlement Officer or Collector will inform the Director of Land Records and Surveys on or before the 15th August of the approximate number of copies of each village or other map which will have to be reproduced in the following financial year. The Director will include the amount required in his estimates for the Bengal Drawing Office.

Maintenance of Boundary Marks Budgets and provision.

52. The Director of Land Records and Surveys will make provision in the budget for the expenditure likely to be incurred in the course of the year in the Maintenance of Boundary Marks in respect of which recoveries have been made in advance under the provisions of section 114 of the Bengal Tenancy Act. For this purpose District Officers will forward a report to the Director on or before the 10th September. The recoveries on this account are adjusted by transfer to the head "Recovery of cost of maintaining boundary pillars" under "V—Land revenue" on receipt of information from the Director of Land Records and Surveys as to the amount recovered on this account. The charge for each year should be provided for under the heads "22—General administration—District administration—General establishment—Maintenance of boundary marks." The Director of Land Records and Surveys may distribute the allotments under this head amongst Collectors as the charges will be incurred by the latter. A *pro forma* account of receipts and expenditure on account of Boundary Marks will be maintained in the office of the Director of Land Records and Surveys in order that it may be ascertained whether the receipts and expenditure balance over a series of years. The charges of each year will, however, be audited by the Accountant-General, Bengal, against the grant in the budget.

V.—Reports.

Monthly progress returns.

53. Settlement Officers and Collector will forward to the Director of Land Records and Surveys on or before the 10th of each month, monthly progress reports in Form 9 in duplicate in major, and only one copy in minor, operations along with a report on Certificate-Recovery work in Form 10, and a report on Printing in Form 11. For the purpose of the progress report a monthly programme for the settlement year 1st October to 30th September) should be prepared and submitted to the Director, at its commencement based on the budget estimates for the operations (*vide* footnote to Form 9). No change should be made in entering this programme in any of the reports during the year except to correct inaccuracies or to enter any fresh work which has been undertaken; the reasons for such changes should be fully explained. The progress reports must be accompanied by explanations of any striking difference between the actual outturn and the sanctioned programme and between the actual expenditure and the sanctioned allotment of the month, and the office will state whether the excess or deficiency is likely to be counterbalanced by a similar deficiency or excess in another month.

Detailed examination of expenditure in the Annual Report.

54. The case of each district or major operation should be fully examined in the body of the report as regards progress both in work and expenditure with reference to the sanctioned programme and estimates of cost for the operations. A detailed reference should be made to the sanctioned programme in the passages discussing progress, and in the discussion of expenditure there should be a comparison between the actual expenditure on the work accomplished up to date, and the estimated expenditure on that work.

Explanations should be given of any material variations in the actual outturn of the year from the year's sanctioned programme, and in the outturn up to date from the programme submitted with the sanctioned estimates of total cost. Any excess in the cost rates of any branch of work or of supervision and contingencies, supplies and services, and printing over the cost rates to which the estimates for the whole operations work out, and over the standard rates should also be carefully explained.

Annual Reports (Administrative).

55. Settlement Officers and Collectors will forward, so as to reach the Director by the 15th October, a full report for the Settlement year ending the 30th September, with a set of returns in Forms 12-20 (Appendices I-IX to Annual Report) for the year. In the preparation of the yearly progress report the object should be to convey to the higher authorities in a concise and intelligent form, the actual progress made during the preceding twelve months and from the beginning, the stage reached, the general estimate of the work remaining to be done and the cost of the operations. The progress in, difficulties of, and points of interest in, each branch of work and, in the case of minor operations, in each estate, should be examined. But every officer should understand that it is desirable for him to insert any point which may be of interest to the authorities, and that the report should be so written that it

will form a useful index for writing the final report. The Director of Land Records and Surveys will annually issue instructions regarding any particular points of interest which require special attention.

Special reports.

56. Any circumstance which will render excess expenditure probable in the case of any district or major operations such as an increase in the number of plots and tenancies expected, any extraordinary work to be done, rise in rates, extra buildings, delay, etc., should be specially reported immediately it comes to light by the Settlement Officer to the Director of Land Records and Surveys and by the ~~Director to Government.~~

Submission to Government, etc.

57. In the case of major operations the Director will submit one copy of the monthly progress return to ~~Government~~ with his

Correction slip No. 49, dated the 7th December 1938.

Cancel existing Rule 58 on page 16 and *substitute* the following:—

58. The Director of Land Records and Surveys will submit to the Board of Revenue in duplicate, a Settlement Report (Administrative) for the preceding settlement year, including a full account of the progress of the survey and settlement work under his control in the province on or before the 2nd January, with returns consolidated from those received from the local officers. Particular attention should be paid in major operations to the financial aspect in accordance with the instructions in Rule 55. He will also submit reports for the preceding financial year on—

(*a*) the inspection of boundary marks accompanied by Form 21 (Appendix XI to Annual Report), and

(*b*) the sale of maps and printed records in Collectorate and Subdivisional offices accompanied by the prescribed forms (vide Form No. 6 in Appendices O and W).

A
fc The limit of the size of the report is 30 pages. The Board will transmit a copy of the report to the Revenue Department.

...ent" in the first

Temporarily Settled Estates ...es. ... registers are maintained ... office of the Director of ... Records and Surveys, ... basis of the Land Revenue Settlement calendar.

(2) Printed ...e sent to Collectors every year for the purpose of bri... ...em up to date for every year ending 31st March. ...rations and additions are to be reported to the Direct... ...nd Records and Surveys, by 15th May. Particular car... ...e taken to see that these registers are accurate and the ... ...s Sheristadar or Superintendent is responsible for this. ... will be reprinted by the Director of Land Records and Sur...ys every five years or more often when the number of alterations necessitates it.

(3) Sets of thana maps illustrating the position of the estates in colours and conventional signs according to the detailed instructions to be issued by the Director of Land Records and Surveys, Bengal, will also be maintained one in the office of the Collector

and the other in that of the Director of Land Records and Surveys. Alterations or additions in the maps should also be reported to the Director of Land Records and Surveys along with those in the printed copies to reach him by the same date, viz., 15th May.

Progress and statements of progress in minor operations.

60. The officer in charge of minor operations should prepare a statement showing the dates of contemplated completion of the different branches of work mentioned in the monthly progress report in different estates according to the sanctioned programmes, noting thereon the actual date of completion in red ink. The Settlement Officer or the Collector as the case may be, should insist on the monthly production of this statement at the time when the monthly progress returns are submitted to him for his remarks.

VI.—General.

Diaries.

61. All gazetted officers employed on Survey and Settlement work unless specially exempted, will keep diaries according to instructions issued by the Director of Land Records and Surveys.

Transfer of charge to be avoided.

62. In Surveys and Settlements constantly transferred from the charge of one officer to another, it is difficult to fix responsibility upon officers when irregularities are discovered. When a Deputy Collector or a Sub-Deputy Collector is put in charge of a minor settlement, he should, therefore, if possible, be allowed to remain in charge till it is completed. If a change of officers is unavoidable, each officer should prepare and leave with the record a note showing the progress made during his time, the state of the case when charge of it is made over to another officer, and (where necessary) all explanation of the slow progress made in disposing of it. In all cases when an officer is placed in charge of Settlement work in addition to his other duties, the Appointment Department should be informed, but no appointment to such work or change of officer should be made without the approval of the Director of Land Records and Surveys.

Confidential reports on officers.

63. Settlement Officers and Collectors will submit to the Director on the 31st March each year a confidential report on the work of gazetted officers employed under them in Settlement and Survey work during the previous financial year. The Director will consolidate the reports for all gazetted officers under him and submit them in print so as to reach Government in the Appointment Department by the 30th April.

CHAPTER IV.—Powers of Officers.

I.—Powers in proceedings under the Bengal Tenancy Act.

Revenue Officers the po they ex

64. In the Bengal Tenancy Act the officers who exercise powers

(8) *Rule 64, page 18.*—For the word "local" in the first and th operations conducted under its provisions are Officer and the Act last sentences *substitute* the word "Provincial" gives po charge any of the functions of a provisions. The power exercised by Revenue Officers engaged in settlement operations are of two classes:—

(*a*) General power exercised by all Revenue Officers by virtue of their office. These are described in Government rule 38.

(*b*) Special power under definite sections of the Tenancy Act, *e.g.*, sections 108, 112, etc., conferred on each officer by local Government.

Powers of Assistant Settlement Officers.

65. Revenue Officers, if appointed with the designation o Assistant Settlement Officer, have the further powers described i Government Rule 41.

Powers of Settlement Officers.

66. Revenue Officers if appointed with the additions designation of Settlement Officer have the further powers describe in Government Rules 41-43.

Collectors when ex-officio Settlement Officers in minor operations.

67. In minor operations, unless a whole-time Settlement Office has been appointed the Officer-in-charge is appointed as Assistan Settlement Officer and the Collector is *ex officio* Settlement Office under rule 44 of the Government Rules.

Standard notifications for powers.

68. Standard notifications will be found in Appendix B (*iii*) It should be noted that by virtue of Government Rules 39 and 40 when a Revenue Officer has been appointed as a Settlement Office or Assistant Settlement Officer, he is *ex officio* Superintendent o Assistant Superintendent of Survey and no further notification i required.

Special powers.

69. In major settlements, powers under section 58 of th Tenancy Act will usually be given to the Settlement Officer. Powers under sections 108 and 115B may also be given whe required.

II.—Powers under the Bengal Survey Act.

Collector or Superintendent of Survey under the Survey Act.

70. The Bengal Survey Act confers identical powers on th Collector and on any officer appointed by Government to be Superintendent of Survey under the Act.

71. When either a notification under the Bengal Tenancy Act or under the Survey Act has been issued for any area, the Superintendent of Survey or the Collector should formally delegate, under section 4 of the Survey Act, such powers of a Collector under that Act as he may deem proper to the Assistant Superintendent of of Survey concerned (including the officer-in-charge of the traverse survey). Such powers are ordinarily— Powers under the Survey Act.

(1) power to issue special notices under sections 7 and 9;

(2) power to decide boundary disputes under Part V with or without a limitation of area;

(3) power to summon and enforce the attendance of witnesses and to compel the production of documents under section 50; and

(4) power to fine under section 51.

No work under the Survey Act should be given by a Collector to any officer unless that officer has been appointed by Government to be an Assistant Superintendent of Survey or Deputy Collector under section 4 of the Survey Act.

When the power to fine under section 51 is delegated, the Collector or Superintendent of Survey should specify in the order of delegation that no levy of a fine exceeding one hundred rupees should be made otherwise than by his authority previously obtained.

72. When the proceedings previous to the settlement of land revenue are conducted under the Regulations or other laws, it will be desirable, if the extent of land to be settled is considerable, to move Government to order the survey of the tract under the Bengal Survey Act. Special notifications appointing the officer-in-charge of the settlement operations as Assistant Superintendent of Survey, if under the control of the Collector, or as Superintendent of Survey, if not, will then be required. When Survey Act should be employed.

III.—Powers in proceedings under other laws.

73. An officer engaged in making resettlements of land revenue may be vested with the powers of a Collector under Regulations VII of 1822, IX of 1825, as amended by Regulation III of 1828, and IX of 1833, or with powers of a Settlement Officer under Act VIII (B.C.) of 1879 where that Act is in force, if he is not under the control of the Collector of the district. When he is under the control of the Collector of the district, the Collector will in the case of the Regulations exercise the necessary powers. Powers under the Regulations.

74. An officer making a settlement under Regulation VII of 1822 has no power to settle rents or to record rents higher than those hitherto paid, except by agreement with the parties subject to section 29 of the Bengal Tenancy Act in the case of raiyati lands, when that Act applies. Limitation to use of the Regulations.

IV.—Powers to enforce attendance and production of documents and disciplinary powers.

Powers of Revenue Officers to compel attendance and production of documents.

75. The power of summoning witnesses and compelling the production of documents given to Revenue Officers by Government Rule 38 is given in the discharge of any duty imposed by the Act or the Rules, and is not confined to proceedings in which Revenue Officers may be acting as a Revenue or a Civil Court.

Procedure in enforcing attendance and production of documents.

76. Either the Bengal Tenancy Act or the Survey Act (*vide* rule 79) can be used for the purposes of traverse and cadastral survey, provided a notification has been issued in the Gazette under the Act adopted, but at subsequent stages the Bengal Tenancy Act should ordinarily be used. In any case, whatever the stage and whichever Act is adopted, if it is necessary for a Revenue Officer of his own motion to secure the attendance of particular persons or the production of documents, he can, after the issue of the prescribed general notice or proclamation, if any, for the particular stage of the operations, issue a summons under the Civil Procedure Code, and charge a fee of 12 annas. If the summons issued be not obeyed, further action can be taken in accordance with Order XVI, First Schedule, Civil Procedure Code, reproduced in Appendix H. Care must be taken to comply with the instructions of the law in every particular and to use the Forms Nos. 13-19 given in Appendix B to that schedule and reproduced in Appendix H. Rules 1-4 of that schedule only apply when the summons is issued on the application of a party.

Punishment for contempt of court.

77. A Revenue Officer empowered under Chapter X of the Bengal Tenancy Act and engaged in the preparation of a record-of-rights is a Revenue Court. He is therefore empowered to deal summarily under section 480 of the Criminal Procedure Code with insults and interruptions offered to him whilst engaged in such duty. The proceeding should be drawn up in the following manner, along with the statement of the accused.

"Whereas I, A. B., have been appointed a Revenue Officer or add, and an Assistant Settlement Officer), under Chapter X, Bengal Tenancy Act, for the purpose of ascertaining and recording he particulars specified in Government Notification No. , ated , for thana, district, and whereas hile I was engaged as a Revenue Court in ascertaining and recording* for the village , the accused X Y intentionally insulted or interrupted the Court by† ; the Court therefore takes cognizance of the offence of the said X Y under section 480 of the Criminal Procedure Code, and directs him to pay a fine of (amount) and in default to undergo simple imprisonment for (period) under section 228, Indian Penal Code."

* Here mention the exact particulars which were being ascertained or recorded at the time the insult or interruption took place.

† Here mention the nature of the insult or interruption.

78. Revenue Courts are entitled to use the provisions of section 476 of the Criminal Procedure Code in the case of offences referred to in section 195 of that Code, *e.g.*, forgery. The Revenue Officer should be careful to note in his order that he is acting under that section and to use its precise wording so far as practicable. The preliminary enquiry, if any, made under that section is also a judicial proceeding within the meaning of the Act. Power to make preliminary enquiries under section 476, Criminal Procedure Code.

79. If empowered in accordance with rule 71; Assistant Superintendents of Survey, after issue of a general proclamation under section 5 of the Survey Act, can enforce by section 50 of the Survey Act the attendance of witnesses and the production of documents under the Civil Procedure Code in accordance with the procedure laid down in rule 76 or, if special notices issued on any particular person under sections 7 or 9 of the Survey Act, for his attendance or the clearing of any boundary or other line, have not been complied with, they have the power to inflict daily fines under section 51. The form of special notice under section 7 is given in Form 23. The process-fees, if not paid, can be realised by certificate procedure from the person to whom the notice has been issued. Power under Survey Act to compel attendance, etc.

80. The Superintendent of Survey or the Collector of the district, as the case may be, is empowered to remit unrealised fines imposed under section 51 of the Survey Act up to a limit of Rs. 50. He is not authorised to refund fines which have already been realised. A quarterly statement showing all fines remitted is to be submitted to the Commissioner. Power to remit fines.

81. Attendance, production of accounts, etc., and facilities for measurement can be enforced by the officer empowered to act under Regulation VII of 1822 in his own case, or in that of his subordinates under sections 19 and 24 of that Regulation and section 25 of Regulation XII of 1817. The punishment for disobedience is given in Regulation II of 1819, sections 12, 13 and 14, Regulation XII of 1817, sections 23, 25-27, and Act XX of 1848. Fines imposed are to be reported to the Commissioner (*vide* section 2 of Act XX of 1848). Power to enforce attendance under the Regulations.

82. All fines, whether under the Civil Procedure Code or the Survey Act, should be immediately reported to the Settlement Officer or the Collector. Fines to be reported to Settlement Officer or Collector.

83. When Revenue Officers have powers under different laws, they should state carefully in proceedings or processes the Law and the section of the Regulation or Act under which they are proceeding. Powers under different laws.

84. A Settlement Officer is authorised to consult the Government Pleader, when necessary on any legal matter affecting the interests of Government. The Government Pleader is bound to advise him without the payment of any fee such service being covered by his general retainer. Settlement Officer entitled to consult the Government pleader.

CHAPTER V.—Accounts and Financial Control.

I. Provision of Funds and General Instructions.

Classification of Settlements.

85. For accounts purposes, survey and settlement operations are classed as follows:—

(*a*) "Major";

(*b*) "Minor—Land Revenue Settlements";

(*c*) "Minor—Advances Recoverable and Deposits"; respectively.

Note.—Maintenance operations under section 158A, Bengal Tenancy Act, are treated as "Minor Advances Recoverable and Deposits."

Major Operations.

86. Major operations are those which are carried out under section 101(1) of the Bengal Tenancy Act and the cost of which is advanced in the first instance by Government from "5C—Survey and Settlement" under major head "5—Land Revenue". This cost is subsequently adjusted to "V—Land Revenue—Recoveries on account of survey and settlement charges", by recovery under section 114 of the Bengal Tenancy Act from parties having interest in the land, less such share or portion of the cost to be borne by the State as must be borne or may be specified in each case. The cost is calculated on the net cost, *i.e.*, total expenditure, direct and indirect, including the cost of traverse survey and reproduction of [illegible] total receipts in cash and by book transfer and the [illegible] 489.

(10) *Rule 86, page 22.*—For the word "Local" in the second paragraph *substitute* the word "Provincial".

The Local Government [illegible] from private parties.

Note.—When expenditure is incurred in the settlement or resettlement of land revenue such expenditure is not recovered from private parties but is borne entirely by Government.

Minor—Land [illegible]

87. Minor Land Revenue settlement operations are those which [illegible] in Government and temporarily-settled estates under [illegible] word "Crown" [illegible] Government" *substitute* the [illegible] debited to Provincial Revenues.

(11) *Rule 87, page 22.*—For the word "Government" *substitute* the

Minor—Advances Recoverable and Deposits operations.

88. (1) Minor settlement operations classed as "Minor—Advances Recoverable and Deposits" [illegible] ord "Local" in the third sentence and Wards' [illegible] *stute* the word "Provincial" in both Bengal T[illegible]. They also include maintenance [illegible] carried on under the provisions of section 158A of th[illegible] Tenancy Act. The cost of these operations is in the [illegible]ce treated as expenditure by the Local Government [illegible] Land Revenue—Survey and Settlement—Minor Settlements," and is ultimately adjusted against Deposits by [illegible]coveries (under section 114 of the Act) from private parties.

(2) When the operations are undertaken on the application of parties [*e.g.*, under sub-clause (*a*) or (*c*) of section 101(2) or under

section 103 of the Bengal Tenancy Act], a preliminary deposit at the rate of 1 rupee per acre of the estimated area must be made by the applicant and if in the course of the operations it is seen that the actual expenditure exceeds or is likely to exceed the amount deposited, a further deposit should be called for. No deposit should be made until the proposal has been sanctioned by the Director of Land Records and Surveys.

(3) When the operations are undertaken at the instance of the Local Government, *e.g.*, under section 101 (*2*) (*b*) of the Bengal Tenancy Act, the costs are ordinarily advanced in full by Government in the first instance and recovered at the close of the operations.

Appointment cost between Municipality Government.

89. Before any survey of any municipal area, initiated at the instance of any municipality, is sanctioned, the Director of Land Records and Surveys will obtain the orders of Government regarding the apportionment of the cost between the municipality and Government, and the share to be contributed by the municipality should ordinarily be deposited in advance and credited to the head "V—Land Revenue" as a contribution.

Special work.

90. In Major Operations the Settlement Department is sometimes entrusted with special work not directly concerned with the operations, *e.g.*, Cess Revaluation or other work such as Advances Recoverable operations, etc. A separate account must be kept of the expenditure incurred on account of such special work and deducted from the total expenditure in order to arrive at the true settlement expenditure. A complete estimate of Cess Revaluation or other work taken up as a special work by the Settlement Department for any local authority should be prepared and a copy sent to the District Board or other local body concerned, through the Collector, in order that they may make necessary budget provision for prompt recoupment. The amount actually expended and any change in the amount likely to be expended should similarly be reported as soon as they are known. In the case of "Advances Recoverable Operations" taken up at the instance of a private party, action should be taken as indicated in rule 88(2).

Correction slip No. 4, dated the 11th July 1936.

Part I.—Chapter V, Rule 91, page 23.

Substitute the following for the first paragraph of the existing Rule :—

Of the cost incurred by the Director of Land Records for himself and his office, one-third is borne by the Major Operations and one-sixth by the minor operations and operations coming under "advances recoverable and deposits". These shares of one-third and one-sixth are apportioned in proportion to the direct expenditure subject to the condition that in Advances Recoverable Operations this is limited to a maximum of ten per cent. of the direct charge.

(Revenue Department No. 2083, dated the 25th February 1914.)

Unit of accounts.

92. (1) *Major Operations.*—Separate accounts of expenditure and receipts should be maintained for each district or tract which forms a separate unit of estimate.

(2) For Minor Land Revenue Settlements and operations coming under "Advances Recoverable and Deposit" all the estates dealt with in each district should be treated as a whole and separate accounts of expenditure should not be kept for each estate (Government Order No. 821 of 26th March 1913). Accounts of receipts of each Zamindari and Wards' estate will be shown separately. The gross expenditure (direct and indirect) will be apportioned between the different estates at the end of the year, and the net debitable expenditure ascertained by deduction of receipts in each.

Classification of expenditure.

93. Expenditure on Surveys and Settlements may be divided into the following two classes, (*a*) direct and (*b*) indirect.

Direct expenditure.

94. Direct expenditure is expenditure incurred locally by Survey and Settlement Officers on the different heads of the budget Direct expenditure also includes such book debits as (*a*) the cost of instruments supplied by the Mathematical Instruments Office, Calcutta, (*b*) the cost of tents supplied by the Jail Department, (*c*) the cost of medicines supplied by the Medical Department, and (*d*) other book debits, but not inter-settlement charges. The cost of all these items is adjusted by book debit on receipt of invoices or work-bills which are to be entered in the Contingent Register of the office.

Indirect expenditure.

95. Indirect expenditure includes items which are not provided for in the annual budgets of the Settlement Department. Ordinarily they consist of the following:—

(*i*) Leave and pension contribution.

(*ii*) Forms supplied from Government Depôts.

(*iii*) Stationery supplied by the Controller of Stationery.

(*iv*) Home Indent for presses.

(*v*) Proportionate pay, etc., of officers partly employed when the pay is drawn in bills against the Budgets of other Departments.

(*vi*) Expenditure on temporary buildings including cost of repairs, ordinary and special, by the Public Works Department when met from the Budget of that Department for which no rent is charged.

(*vii*) Inter-settlement transfers of all items whether originally direct or indirect.

(*viii*) Rent assessed on any permanent Government buildings used for the settlement when no rent is actually paid.

(*ix*) Expenditure for use of launches under the pooling scheme.

(*x*) Overseas pay drawn in England.

(*xi*) Contribution for passages granted under Superior Civil Service Rule 1924.

Contribution for passages.

96. Under the orders of the Government contained in their letters Nos. 4110F.B., dated the 18th July 1931, and 4713F.B., dated the 25th August 1931, the cost of passages of the officers entitled to them is debitable to Settlement as such costs are recoverable under section 114, Bengal Tenancy Act. A formal

debit of Rs. 50 per month should accordingly be added to the total cost of each operation so long as the services of the officer concerned are retained in the settlement. Passages for wives and families of such officers are not debitable to settlement costs. The provision for passages of both should, however, be made in the budget by the Director of Land Records and Surveys, Bengal.

Rent of Government buildings used as settlement office to included as an indirect charge.

97. When any permanent Government buildings are used as a settlement office, whether they have been erected for the Settlement Department or not, the proper rent for them should be ascertained from the Public Works Department and included as an indirect charge in the cost of the settlement for the purpose of recovery from landlords and tenants. No rent will, however, be paid to the Public Works Department. This does not apply to the case of a house build as a residence for the Settlement Officer, the rent of which is paid by the Settlement Officer personally; both the cost of construction and the rent of the Settlement Officer's residence will be excluded from the amount recoverable. When temporary buildings are erected by the Settlement Department and it defrays the cost directly, the total outlay will be included in the direct cost of the settlement and the price that may be realised for the buildings or materials on completion of the settlement will be credited as receipts. But where the cost though ultimately borne by the Settlement Department is primarily debited to the Public Works Department and the Settlement Officer merely acts as Public Works Department disburser, the expenditure will be treated as indirect under rule 95(*vi*). The buildings will be borne on the books of the Public Works Department and when they are disposed of, the sale proceeds will be credited to that department. The amount realised will, however, be deducted from the cost for the purpose of ascertaining the net expenditure to be recovered under section 114 of the Bengal Tenancy Act, 1885.

Leave and pension contribution.

98. Contribution towards pension and leave salary is leviable in all operations for all officers holding permanent appointments in Government service. The rules for the contribution are reproduced in Appendix U. In return for this contribution Government accept the charge for pension and leave and consequently no leave salary of any officer for whom this contribution has been paid will be met from, or debited to, the settlement budget.

Information about other indirect charges.

99. Items (*ii*) and (*iii*) in rule 95 will be omitted from the monthly returns but will be included in the annual apportionment of receipts and expenditure. Item (*ix*) will be intimated to the Settlement Officers through Director of Land Records and Surveys, Bengal, by the Marine Department and included in the annual apportionment statements. Items (*xi*) and (*xii*) will be intimated to Settlement Officers by the office of the Director and included in such statements.

Cost of Forms.

100. The Forms Department will inform Survey and Settlement Officers of the cost of forms supplied to them as soon after the supply as possible. This applies both to standard forms stocked in the Forms Department and to non-standard forms printed by that department. The information should be supplied in a statement in the form prescribed below which should be forwarded by

the 10th of the month following that to which the statement relates:—

Statement showing the cost of forms supplied to the in charge of the survey/settlement of during 193

Number and date of indent.	Voucher number and date of supply.	Description of form.	Quantity supplied.	Total cost to be entered against each form etc.*	Remarks.
1	2	3	4	5	6

*Including printing, paper, packing and postage charges.

Cost of stationery.

101. The value of all supplies of stationery received from the Controller is shown on the indent receipt forms which accompany the supplies.

Distribution of the cost of forms and stationery used by more than one operation under the same officer.

102. The cost of forms and stationery consumed by a Settlement Officer, who controls operations for which more than one set of accounts have been maintained, should be distributed by him over the several accounts. The Officer-in-charge, Bengal Traverse Survey and Drawing Office, should similarly distribute such costs over the several operations conducted by him.

Special rule about Minor Settlements.

103. Rules 99 and 100 do not apply to Minor Settlement Operations where forms and stationery are supplied by the Collectorate. [*See* rule 122(5).]

104. The accounts to be kept at the headquarters of Settlements will vary according to the local conditions of the work.

Registers.

(*a*) The primary Account Books of expenditure to be kept in the Settlement Office should consist of—

(1) General Cash Book.

(2) Bill Book (in Guard File) except in the case of bills drawn on establishment bill forms.

(3) Acquittance Roll for bills drawn on establishment pay bill forms.

(4) Treasury Pass Book.

(5) Contingent Register.

(6) Register of Indirect charges.

(7) Register of Book Debit charges.

Subsidiary Registers.

(*b*) Subsidiary registers to show the direct expenditure (including Book Debit charges) as may be approved by the Director of

Land Records and Surveys from time to time may be kept in such forms as would suit best the circumstances of each Major Operation.

(*c*) Rules for camp accounts and inspection should be prepared in each Major Operation and submitted to the Director of Land Records and Surveys for approval. Camp Accounts.

(*d*) As much work is paid for at contract rates, Mauzawar or other check registers should always be kept by the Settlement Officer to compare the outturn of contract work which has been billed for with the actual outturn as verified at later stages of the Settlement proceedings. Excess payment should be recovered from the persons responsible. Check register of contract payment.

105. All transactions of the Settlement Department with treasuries will be recorded in a Pass Book in Form 27 prescribed by the Accountant-General. Treasury pass book.

The primary object of the Pass Book is to ensure that bills presented at the treasury really come from the settlement office and that receipts sent to the treasury are received by the Treasury Officer. It is not an account register. In column 11 of the receipt side, it should be clearly noted whether the credit is a miscellaneous cash receipt or a recovery of settlement costs.

The Pass Book will be initialled daily by the Treasury or Sub-Treasury officer. A monthly total will be struck on both sides and initialled. There may be separate pass books for transactions with Sub-treasuries. But where more pass books than one used in the same district, the arrangement must be first settled between the Settlement Officer and the Treasury Officer.

106. (1) A cash book will be kept in Form 26. The acquittance roll in Form 28 should be kept only in the case of pay of establishment including kanungos, for whom bills are drawn in establishment pay bill form. This acquittance roll should be drawn up by bill in Form 28, *i.e.*, a separate sheet or a number of sheets should be used for the same bill, the number and date of the bill being given at the top. Form 75, however, should be used as the disbursement certificate for payment of job work. Forms of registers.

Receipts for the payments of travelling allowance to kanungos and establishment should be taken on the body of the office copies of the bills.

(2) The register of Indirect and Book Debit charges should be maintained by the Settlement Officer in Major Operations in Form 29. Receipts for items under 95 (vii) will be shown by a minus entry in the register of the transferring settlement, in reduction of the indirect charges. In register of indirect charges a column is provided showing the settlement share of the cost of the control of the Director of Land Records and Surveys, Bengal, which is to be treated as an item of indirect expenditure.

(3) In the case of Minor Operations the register of Indirect charges will be combined with a subsidiary register to show the direct expenditure under each budget head in Form 37.

Drawing bills—What forms to be used.

107. The following instructions are issued for drawing bills for temporary establishment and contingencies:—

(1) Pay of the employees borne on the establishment cadre should be drawn in Bengal Form No. 2433 (full sheet).

(2) Pay of the employees who are paid out of the grant under "Job work" should be drawn in fully vouched contingent bills (Bengal Form No. 2470).

(3) Contingent bills should be drawn in Bengal Form No. 2470 (fully vouched contingent bills) (*vide* rule 97 of the Bengal Audit Manual). Charges for service postage stamps should not be included in this bill but drawn in Bengal Form No. 2460.

(4) If payment cannot be made in time to support the fully vouched contingent bills, a modification of the certificate at the foot of the form may be made, but the necessary payment vouchers if exceeding Rs. 25 should be sent to the Accountant-General within the month in which the amounts are drawn.

(5) Arrangement should be made so that as little cash as possible may be received in the Settlement Office and that what is received may be promptly disbursed to the payees. The pay or the job remuneration of all hands in the headquarters office should be promptly disbursed on the day it is received from the treasury.

Classification of receipts other than Deposits and Recoveries.

108. Receipts other than recoveries may be (*a*) in cash, (*b*) by book credit, or (*c*) in stamps.

(*a*) Cash receipts include—

(*i*) Fines under section 32, Civil Procedure Code.

(*ii*) Fines under section 51, Bengal Survey Act V of 1875.

(*iii*) Cost of copying and comparing records, maps and other papers, together with the cost of the forms and tracing cloth required for such copies, when by special orders of the Director of Land Records and Surveys it is permitted that the cost be paid in cash.

(*iv*) Re-measurement fees.

(*v*) Cost of demarcation and erection of boundary marks under Part IV, Bengal Act V of 1875, where not included in the final apportionment order.

(*vi*) Cost of re-attestation when required owing to default of parties.

(*vii*) Cost of serving notices of appeals when received from the Special Judge.

(*viii*) Pay and allowances of muharrirs appointed to supervise the taking of copies of the record during the field season by private parties.

(*ix*) Cost of sending records to other Courts.

(*x*) Fines realised from contract establishments.

(*xi*) Refund of over-charges of railway freight.

(*xii*) Sale proceeds of old tents, furniture, stores, etc.

(*xiii*) Diet money and allowance of witnesses, commission fees, etc., during trial of cases under sections 105, 106 and 108, Bengal Tenancy Act.

(*xiv*) Any other miscellaneous receipts which the Director of Land Records and Surveys permits to be received in cash.

Treatment of receipts in cash.

109. All receipts in cash should be remitted to the treasury to the credit of the settlement concerned. The name of the settlement and in Minor Operation (Advances Recoverable), of the estate under settlement and the nature of the receipt should be clearly stated in the chalan as well as in the proper column of the Pass Book. The money required for any expenditure incurred on account of such receipts or for any refund to parties should be drawn on regular bills and treated as charges of the Department. It should be distinctly understood that on no account should any sum be received or spent by the Settlement Officers without passing the transactions through the Treasury Accounts. The only exception is in the case of diet money and allowances of witnesses, commission fees, etc., received during trial of cases under sections 105 and 106, for which the Settlement Department cannot get credit. They will be entered in a separate register in Form No. (M) 29, Appendix A, page 70 of the High Court Rules, Volume II, and payments may be made directly by the Case-work officer. The unrefunded balance will be separately remitted into the treasury as Revenue Deposit.

Diet money of witnesses.

All cash receipts, other than deposits and recoveries of settlement costs, are to be reported in the monthly statement of expenditure and receipts prescribed in rule 110 below. It is essential that they should not be confused with recoveries either in the monthly statements or in the treasury accounts.

Book credits and inter-settlement transfer.

110. Book credits include those receipts other than recoveries which are not realised in cash or in stamps, but which appear in the settlement accounts by adjustment. The adjustment should be made by proper entry under the receipt column of the monthly statements submitted to Accountant-General, Bengal, for verification (*vide* rule 117).

Charges originally direct such as cost of mathematical instruments, tents, furniture, etc., supplied by one settlement to another should not be paid for in cash but by a book-adjustment on a valuation to be previously approved by the Director of Land Records and Surveys. The cost should be treated as indirect expenditure under rule 95 (*vii*). In the Annual Apportionment Statement in Form 34, such adjustment of expenditure of items originally direct should be shown by plus minus entry in column 15.

For the treatment of items originally indirect see rule 106 (*2*) The adjustment in this case in Form 34 should be made by plus and minus entries in the appropriate columns.

How receipts in stamps are to be dealt with.

111. The following classes of receipts must be in court-fee stamps. If cash payment is made it must be immediately, or as soon after as practicable, converted into stamps—

(*i*) Court-fees and process-fees.

(*ii*) Fees on applications for certified copies.

(*iii*) Cost of copying and comparing records, maps and other papers, together with the cost of forms and tracing papers required for such copies, except when, by special orders of the Director of Land Records and Surveys, it is permitted that the cost be paid in cash.

(*iv*) Certification fees, searching and urgency fees.

(*v*) Sale proceeds of maps and khatians.

How receipts in stamps are to be dealt with.

112. (1) Stamps received on account of copying, comparing and certification of copies will be shown in a register in Board's Form No. 18, Records Manual. Other court-fees and process-fees will be shown in a register in Board's Form No. 58, Register and Returns Manual, except sale proceeds of maps and khatians which will be entered in a separate register as no part of such receipt is credited to settlement. In Minor Operations (Advances Recoverable) a separate page or set of pages should be allotted to each estate and separate total struck at the end of the month. The number to be superscribed on the court-fee stamps will thus have separate serials; but a sub-number indicating the estate in respect of which the stamp is received, would show where the receipt has been entered in the Court-fee Register.

Compilation Register of Court and Process-fees at head quarters.

(2) As court and process-fee registers have to be maintained in settlement camps as well as headquarters, the Settlement Officer is responsible that the total account of court and process-fees for the year is correctly compiled. For this purpose a compilation register in Form 31 should be kept in Major Operations at headquarters.

The Assistant Settlement Officer in charge of each section or camp should certify on his monthly return that the figures have been checked by him and found correct.

Copying fee receipt.

113. Receipts, whether taken in cash or court-fees (or folios) under rules 109 and 110 above, for uncertified copies of the records or for certified copies are credited to settlement and all expenditure incurred in the preparation of such copies is debited to settlement in the ordinary way.

Deposits and Recoveries: how to be treated.

114. Accounts of "Deposits" made by parties applying for survey and settlement to meet the cost of the operations and "Recoveries" made under section 114 of the Bengal Tenancy Act or corresponding sections of any other Act or Regulations must be kept separate from the Receipts referred to in rule 108(*a*), in Form 31. Deposits or recoveries in Minor Operations should be credited in the Treasury Cash Account under the head "Special Settlement and Survey Advances and Recoveries on account of Estate..... .....". The "Recoveries" in Major Operations should be credited in the Treasury Cash Account under the head "V—Land Revenue—Recoveries on account of Survey and Settlement charges." The necessary particulars regarding Deposits and Recoveries should also be shown in column II of the Pass Book.

Refunds how to be treated.

115. No refund of amounts deposited to meet Survey and Settlement cost in operations undertaken under section 101(2) (*a*), section 102(2) (*c*), section 103 or section 158A of the Bengal Tenancy Act should be made except with the sanction of the Director of Land Records and Surveys. Refund will be due (*a*) when the expenditure proves to be less than the amount deposited, (*b*) when the cost has been met from deposit made by applicants and a share of the cost is afterwards recovered from other interested parties. Refunds will, as a rule, not be sanctioned till accounts are finally adjusted, but the Director of Land Records and Surveys may sanction a partial refund before the accounts are closed, care being taken to keep a sufficient balance in hand. Refunds should clearly be noted as "Refunds" in column 4 of the Pass Book.

Refund of excess recovery.

116. When the Survey and Settlement cost is recovered from any persons in excess of the amount calculated according to the rates approved by Government under section 114 of the Bengal Tenancy Act or from any wrong person, the amount realised in excess or from a wrong person can be refunded under the orders of the Director of Land Records and Surveys, Bengal. Such refund should be classified as "V—Land Revenue—Deduct Refund."

III.—Returns.

Monthly Return.

117. Monthly Returns—

I.—To the Director of Land Records and Surveys: The financial return on page I of the Monthly Progress Return is sufficient. (*See* Form 9.)

II.—To the Accountant-General, Bengal: A detailed statement of expenditure and receipts as well as Deposits and Recoveries in the form prescribed in Form No. 33. This should be submitted not later than the 10th of the month following that to which it relates and should be prepared in duplicate. In districts where all the minor operations dealt with relate to Land Revenue Settlements the cost of which is wholly borne by Government no statement need be submitted.

Names of Gazetted Officers should be shown in column 3 against their salary bills column 2). An entry in column 10 against a non-Gazetted Officer will indicate that he holds a substantive appointment in respect of which pension contribution is leviable (Appendix U). A certificate should be added at the end that the person on whose account no pension contributions have been shown as recoverable hold no pensionable appointment under Government.

Leave salary of officers for whom pension and leave contribution is calculated should not be included in the monthly statement.

In the case of transfer of officers in the course of the month from or to settlement duty only the portion of the pay debitable to settlement should be included.

The pay and travelling allowances of officers on settlement duty called upon to appear as witnesses before a Court of Justice or to

appear at Departmental Examinations are not recoverable under section 14 of the Bengal Tenancy Act and should not be debited to Settlement. These deductions should be made at the end of the statement with a note in the remarks column that the charges should be met from General Revenues. The charge should however be met from the settlement budget.

Items of book debit and credit should not be entered in the monthly statement, until instructions are received from the Accountant-General that they have been adjusted in his office. The number and date of the Accountant-General's memorandum should be quoted.

A statement of Recoveries and Refunds which will be an extract of the entries for the month in the register prescribed in rule 114. It should be duplicate.

Monthly totals should be struck in all the above statements. The progressive totals from the beginning of the year up to the previous month should be noted below the monthly totals and the grand totals struck. All corrections made by the Accountant-General should be incorporated in the progressive totals.

Verification of monthly statement by Accountant-General, Bengal.

118. The monthly statements submitted to the Accountant-General will be verified in his office by a comparison with the actual charges recorded in the books of his office, and information as to additions or corrections to be made in the statements will be given to the Settlement Officers concerned, who will correct their accounts accordingly. One copy of the monthly statements verified as above will be returned to the Settlement Officer, and one copy will be retained by the Accountant-General, Bengal.

Distribution of Director of Land Records and Surveys control charges at the end of the year.

119. On receipt of the monthly return for March, which will give the total direct expenditure incurred to each district, the Director of Land Records and Surveys will distribute the moiety of his pay and allowances and establishment charges debitable to settlements according to rule 91 and immediately inform the local officer of the amount of share of control to be included in their Annual Apportionment Statements on this account.

120. Annual Returns—

I.—To the Director of Land Records and Surveys—

(1) Annual Apportionment Statements in Forms 34 and 35 (verified by Accountant-General, Bengal) on the 20th July (*vide* rule 121, below). In districts where all the minor operations dealt with relate to Land Revenue settlements the cost of which is wholly borne by Government no statement need be submitted.

(2) The appendices prescribed in the Annual Report.

II.—To the Accountant-General, Bengal—

Annual Apportionment Statements in the same Forms 34 and 35 on 1st June, a copy being sent to the Director of Land Records and Surveys on the same date. In districts where all the minor operations dealt with relate to Land Revenue settlements the cost of which is wholly borne by Government no statement need be submitted.

121. (1) On receipt of the verified monthly return for March from the Accountant-General, Bengal, and of information regarding the amount debitable for share of control, Settlement Officers (and Collectors in case of Maintenance Operations) will prepare their annual apportionment statements in the Forms 34 and 35 and submit them to the Accountant-General, Bengal, by the 1st of June (*vide* rule 120 II) forwarding a copy at the same time to the Director of Land Records and Surveys. **Annual apportionment and adjustment statement to Accountant-General, Bengal.**

(2) In distributing the net settlement [illegible]

(13) *Rule 121, page 33.*—For the words "Local Government" *substitute* the words "Provincial Government" wherever they occur.

I. In areas in which Land Revenue is not being settled and is not about to be settled—

(*a*) In Major Operations the Local Government ordinarily bears one-fifth of the net cost only for areas which have not previously been surveyed and settled under the Bengal Tenancy Act. The balance is paid by private parties. For areas previously so surveyed and settled the Local Government bears no portion of the costs.

In calculating the cost for recovery, simple interest at 6 per cent. on advances made by Government is to be charged to the operation. Further, no portion of the stamp revenue derived in course of the operation is to be deducted from the gross cost.

(*b*) The cost of settlement of zamindari and Wards' estates coming under head "Advances Recoverable and Deposit" is borne entirely by the private parties concerned, no portion of it is being shared by Government.

(*c*) Local Government bears the proprietor's share in estates in which it is the proprietor.

In temporarily settled private estates which are held khas or let in farm by Government if such estates are taken up along with major operations and no settlement of land revenue is being or is about to be made, Government will pay the cost which it would pay if it were a private landlord.

II.—In areas where Land Revenue is being or is about to be settled local Government bears the entire cost.

(3) In major operations column 25 will not ordinarily be filled up till the close of the operations, meanwhile the amount debitable to the private parties will be included in column 26.

(4) In all operations column 30 will remain blank till the Director of Land Records and Surveys (*vide* rule 52) informs the Accountant-General what amount should be adjusted by transfer to the head "Recovery of Cost of Maintenance of Boundary Pillars" in the district or estate, meanwhile the amount realised on account of the maintenance of boundary marks will be included in column 29. **Maintenance of boundary marks.**

Registers to be kept for apportionment of cost between different estates.

122. In Minor Operations the principle to be followed in dividing the cost at the end of the year, *vide* rule 92(*2*), between the different estates or other separate units of estimate and recovery is laid down in the Government order No. 821 of the 28th March 1913, *viz.*, that the distribution should be made in proportion to the amount of work done under each branch of work in the different estates or areas. For this purpose two registers should be kept—

(*i*) a monthly progress register in Form 36; and

(*ii*) a register of detailed distribution of expenditure in Form 37.

A separate page or pages should be kept for each kind of expenditure or indirect charges shown in column 1 of Form 37 and entered up dealing with the date of the transaction. If the amount can be at once debited to any particular branch of work this should be done, otherwise the amount will only be entered in column 19 and the necessary distribution made at the end of the month. A monthly total will then be struck in the exact form of the register.

The following rules should be observed:—

(1) The total expenditure for each month will be distributed in Form 37 under each head therein amongst the different branches of work.

(2) Any items of expenditure which are directly debitable to any particular branch or branches of work should be properly shown against such branch or branches.

(3) The expenditure on supervision (except the pay of the Officer-in-chafge), headquarters staff, and on those contingencies, supplied and services, which cannot be directly debited to any particular branch or branches of work but to all generally, should ordinarily be distributed amongst the different branches of work directly in proportion to the total direct expenditure incurred during the month under each branch. Where this rule would be inapplicable, the Officer-in-charge will make the most suitable distribution.

(4) The pay of the Officer-in-charge will be distributed amongst the different branches of work according to the number of days spent by him on each branch during the month.

(5) Indirect expenditure will follow the above rules, but will only include items regarding which definite information is available during the month. The indirect charge for the cost of instruments, furniture, tents, forms and stationery supplied by the Collector will be, in accordance with the Government order, calculated at Rs. 20 per square mile.

(6) The Assistant Settlement Officer in charge will check the distribution monthly and will sign the form in token of check.

(7) The register in Form 36 will be filled up monthly to show the actual work done in each estate or group of estates during the month.

(8) Forms 36 and 37 will be totalled for the financial and settlement years.

(9) The apportionment of expenditure between the different estates or units of estimate will be made at the end of the financial year from the totals of Forms 36 and 37 for that year. The direct expenditure incurred during the year under each branch will be ordinarily apportioned rateably between the different estates according to the following data and entered in the Annual Apportionment Statement:—

(*a*) The area completed in each estate in the case of traverse, cadastral, preliminary recess, draft publication, janch, statistics, preparation of maps, final publication, revision of land revenue and recovery, respectively;

(*b*) the number of plots completed in khanapuri and bujharat, respectively;

(*c*) the number of interests completed in attestation, final copy and computation, respectively; and

(*d*) the number of cases disposed of under objections and case work, respectively.

The indirect expenditure under each head will be similarly apportioned and entered in the appropriate columns of the annual apportionment statement.

(10) An apportionment will be made when necessary in a similar manner if at any time it is necessary to submit a revised estimate, or modified budget, in order to ascertain whether an initial estimate is likely to be exceeded or not.

Treatment of charges on traverse and map reproduction.

123. Charges on account of ttraverse done by the Bengal Traverse Party and map reproduction done in the Bengal Drawing Office will be included in the budget of the Director of Land Records and Surveys in the case of all settlements under his control, whether in major or minor operations. Separate realisations will not be made on this account but the charges incurred will be included in the annual survey apportionment statement, of the Director—specially classified with particulars as to the estate or other unit of operations on account of which the charges have been incurred—to show what items the Setflement Department will recover. The Director of Land Records and Surveys will inform each Collector or Settlement Officer of the charges for the purpose of recovery, hut these items will not appear in the apportionment statements of the Collector or Settlement Officer, forwarded to the Director of Land Records and Surveys. The Director of Land Records and Surveys will incorporate them in the statement mentioned under rule 128.

Distribution of cost among branches of work in Major Settlements.

124. A distribution of the cost between different branches of work will also be made in Major Settlements for the purpose of Appendix IX (*vide*, Form 20) of the Annual Report. In this case, however, supervision charges and contingencies, except leave and pension contribution, will be kept separate from the branches of work.

Annual Apportionment Statement of Director of Land Records.

125. Final verification of the annual apportionment statement should be obtained from the Accountant-General, Bengal, by the 10th July and on the 20th July, a copy of the verified apportionment statements should be submitted to the Director of Land Records and Surveys in the same forms.

Annual Apportionment of the Survey Department.

126. The verified apportionment statement of the Survey Department will be sent to the office of the Director of Land Records and Surveys by the 20th July.

Of maintenance operations.

127. In addition to the returns mentioned in the foregoing rules each Settlement Officer or Collector in the case of maintenance operations will submit to the Director of Land Records and Surveys a monthly statement of account required by the Departmental Account Rules prescribed by Government. The statement should reach the office of the Director not later than the 5th of the month following that to which the statement relates. A similar statement should be submitted monthly by each District Officer relating to the head "22—General Administration—District charges—Maintenance of Boundary Marks."

IV.—Final Adjustment of Accounts.

128. The Director of Land Records and Surveys will prepare for Major and Advances Recoverable Operations and submit to the Accountant-General, Bengal, by the 10th of August:—

Director of

(1) A consolidated [illegible]

(14) *Rule 128, page 36.—Delete* the existing heading of column 7 of the statement and in its place *substitute* "Provincial Government under Rule 121 (2) (c)" and in column 6 for the figure "96 (2) (a)" *substitute* "121 (2) (a)".

[illegible] statement and the following form of the Survey Department:—

					Distribution of Debit.			Recoveries.					
	ate or tract under settle-			able expenditure.	s 96(2)(a).	nt under rule			from Pro- al.			nount in column naintenance of	
												15	16

The distribution return (columns 7 and 8) will be made up at the close of the operations in Major Settlements and column 15 at the close in all operations. The object of this statement is to ensure that all the recoverable expenditure of a particular statement is brought together in one place.

Settlement Officers to get copy of Director of Land Records' consolidated statement.

129. Extracts from the Director of Land Records and Surveys' combined consolidated statement after it has been accepted by the Accountant-General, should be forwarded to the Survey Branch of the Office of the Director of Land Records and Surveys and to Settlement Officers for the settlements in their charge. From these extracts Settlement Officers and the Survey Branch should make any additions or corrections that may be necessary in their accounts, and the former should utilise them in preparing the proposals for recovery operations.

Verification of closing balances between District Officers and the Accountant-General, Bengal.

130. The Accountant-General, Bengal, keeps an account of Survey and Settlement expenditure of "Advances Recoverable" operations, including expenditure on all such operations whether conducted by the Director of Land Records and Surveys or any other officer. This is forwarded annually to the District Officers for verification and acceptance by them of the closing balance.

In the case of operations under the control of the Collector, the required information for the check of this account, so far as these operations only are concerned, is available from the extracts from the combined consolidated statement. When, however, Settlement Officers are in charge of "Advances Recoverable" operations in any district they will send a copy of the extracts supplied to them to the Collectors concerned. For this purpose cess revaluation is treated as an "Advances Recoverable" operation.

Final adjustment of settlement accounts.

131. The final adjustment of accounts between Government and private parties will be made by the Director of Land Records and Surveys in consultation with the Accountant-General, Bengal, whose business it is to watch recoveries on behalf of Government. For this purpose, the Director of Land Records and Surveys will immediately after the submission of the final report determine the year when the operations may be treated as closed; and in that year he will submit to Government, after cosulting the Accountant-General, Bengal, a report reviewing the financial position and indicating how the total recoverable amount was recovered. Small expenditure subsequently incurred will be left out of the account in the adjustment, provided it is covered by excess realisation.

Director of Land Records and Surveys register of accounts of major operations.

132. For every district or portion of a district for which a separate account is maintained under the head "Major" an account should be maintained in the office of the Director of Land Records and Surveys in the following form:—

Name of District or Area under Settlement.

Year.	Total debitable expenditure.	Distribution of debit.			Recoveries.			Amount out of the amount in column 8 realised for maintenance of boundary marks.	Net amount recovered (column 8-9.)	Remarks.
		State under rule 96(2) (a) Government.	Local Government under rule 96(2)(c).	Private parties.	By realisation from private parties.	By book transfer.	Total.			
1	2	3	4	5	6	7	8	9	10	11

All annual figures required for the above statement will be taken from the Director of Land Records and Surveys consolidated statement prescribed in rule 128. A total will be struck when the recovery operations of the area have been completed. Column 4 will, as a rule, be blank, but at the close of the operations it should

be ascertained what is the net amount debitable to the local Government on account of Government and temporarily settled estates, and an adjustment should be made by a plus entry under column 4 and minus entry under column 5. Similarly, column 9 will remain blank till the close of the operations. The balance in column 10 is the amount of actual recoveries which has to be compared with the amount recoverable by Government which is equal to the difference between column 2 and column 3.

In practice there will rarely be exact agreement between the actual recoveries and the recoverable amounts because actual recoveries from private parties are made at the time of the distribution of the copies of the maps and records, before settlement operation are completed, and Settlement Officers' recovery proposals under section 114, Bengal Tenancy Act, are therefore based partly on actual costs and partly on estimated costs. In some district there will be excess recoveries and in others deficit recoveries.

Operations under "Advances Recoverable Deposits".

133. In the case of settlements coming under "Advances Recoverable and Deposits" the final adjustment of accounts is simple. It is only necessary to take care that net recoveries are equal to the total expenditure debitable to private parties.

Director of Land Records and Surveys Register of accounts of Advances Recoverable Settlements.

For each estate, which is a separate unit of estimate or recovery, an account should be maintained in the Director of Land Records and Surveys' office in the following form:—

Name of Estate , *District*

Year.	Total debitable net expenditure.	Distribution of Debit.		Recoveries.			Refunds	Amount out of the amount in column 7 realised for maintenance of boundary marks.	Net recoveries available for credit against the debitable expenditure columns [7−(8+9)].	Remarks.
		Local Government.	Private parties.	By deposit.	By realisation under the law.	Total.				
1	2	3	4	5	6	7	8	9	10	

(16) *Rule 133, page 38.—Delete* the existing heading of column 3 of the form and in its place *substitute* "Provincial Government"

The figures will be entered annually from the Director of Land Records and Surveys' consolidated statement (rule 128). At the close of the operations a total will be struck. Column 9 will not be filled up till the operations in that estate are concluded. As a rule, no refunds will be made till the operations are complete. A comparison of columns 4, 7 and 8 as adjusted above will therefore show what refund, if any, is due and when this refund has been made, the account will be closed. No final adjustment of accounts is necessary in the case of minor Land Revenue Settlement.

CHAPTER VI.—Court, Process and Copying-fees.

Distinction between Revenue Court and Revenue Officer.

134. The Court-fees Act, 1870, as amended up to date, provides different rules for the amounts of court-fees and process-fees in proceedings before a Revenue Court and a Revenue Officer, but the Act does not define the two terms. For the purposes of the Act it may be taken that a Settlement Officer or an Assistant Settlement Officer or a Revenue Officer within the meaning of section 3 (*14*) of the Bengal Tenancy Act is a Revenue Court when he is trying in a formal manner issues raised in the plaint of one party citing another party as defendant, while he is a Revenue Officer when engaged in enquiries and proceedings of a less formal character. Thus he is a Revenue Court when trying applications for the settlement of fair rents after final publication and suits under section 106, but he is a Revenue Officer when deciding disputes during record-writing and other stages antecedent to final publication. This distinction is for the purposes of the Court-fees Act only and it does not necessarily hold good for the purposes of the Code of Criminal Procedure and other Acts.

Court-fees.

135. A scale of court-fees leviable in settlement proceedings under the Bengal Tenancy Act is given in Appendix J. More detailed instructions for calculating the *ad valorem* fee in suits filed under section 106 will be found in the Case-work Rules.

Process-fees on general notice remitted.

136. Process-fees are not to be charged on general notices addressed to the raiyats and landlords in a body. The cost of issuing such notices forms part of the general expenses of survey and settlement.

Fees to be charged on special notices except to correct errors.

137. Process-fees are to be charged on special notices or summonses which it is found necessary to address to individuals in consequence of their failure to attend, but when the notice or summons is necessary owing to the discovery of an error in the record and not because of any neglect on their part, process-fees should not be charged.

Court fees to be filed on applications or petitions on behalf of Government.

138. Applications or petitions, filed on behalf of Government in settlement proceedings, should bear court-fees of the same value as applications or petitions filed by private parties.

Process-fees to be turned into stamps.

139. Process-fees, whether paid for in advance or received from the parties, are to be paid for or expended in stamps, which will be attached to the application for process or to the processes.

Scale of process-fees.

140. The scale of process-fees charged under the Bengal Tenancy Act is given in Rule 65 of the Government Rules under the Bengal Tenancy Act. In all proceedings for the settlement of rents under Part III, Chapter X, and in all proceedings under section 106 of the Bengal Tenancy Act, the fees on processes are subject to the rules framed by the High Court under section 20 of the Court-fees Act VII (B. C.) of 1870, *vide* Chapter V of High Court's General Rules and Circular Orders (Civil), Volume I, reproduced in Appendix J (2). The scale of process-fees in these cases is given in the Case-work Rules.

Recovery of process-fees.

141. The fees for special notices issued under the Survey Act or under Government Rule 65 can be realised under the Bengal Public Demands Recovery Act, III (B. C.) of 1913. When the Officer is acting as a Revenue Court, the cost should be paid by the party (including Government) if the party applies for the issue of the process. Process-fees should be charged only when it is necessary to summon persons not resident in or near the village to which the proceedings relate or where the proceedings are held. In case work the cost can be added to the amount of decree, if necessary. Talabana on summonses issued under the Civil Procedure Code is also realisable by a distress warrant.

Copying-fees.

142. When copies of judicial decisions are applied for, the rules of the High Court relating to copying-fees should be followed. In other proceedings where applications are made for copies of documents to which the applicant is not entitled free of charges, the rules in the Bengal Records Manual should be followed.

How levied.

143. Copying-fees should, as a rule, be levied in stamps, as in the case of court and process-fees. If in a particular case, however, a relaxation of this rule is required, the orders of the Director of Land Records and Surveys should be obtained.

Copies of officers orders etc., not to be given.

144. No copies of office orders or notes for orders should be given, nor any reference made to them in proceedings or judgments of which the public are entitled to obtain copies.

No copies to be given during the field Season.

145. No copies of survey and settlement records are ordinarily to be given in the field season except for purposes of litigation and on payment of fees for certified copies. Such facilities as are possible are to be given by Settlement Officers to parties interested to inspect records under proper supervision, and to take copies for themselves, provided no interference to the work is caused.

Copies of papers before completion of record.

146. During recess copies, certified or uncertified, as required, are to be given on payment of copying-fees. When a copy of a record not finally published is granted, the form of certificate should be as follows:—

"Certified to be a true copy" or "copy of part of a record-of-rights, which is being prepared under Chapter X of the Bengal Tenancy Act, 1885. The stage of.....had been completed when this copy was issued."

(Signature).....
Record-keeper to the Settlement Officer of.....authorised under section 76 of the Indian Evidence Act, I of 1872.

NOTE.—Form No. 39 of Appendix X regarding application for copies referred to in this rule may be obtained from the Settlement Office at the rate of 1 pice per sheet or from specially selected stamp vendors to whom the sale would be as 80 copies per rupee and who in turn would retail to the public at 1 pice per sheet.

Objection to maps and records being sent to the courts.

147. For the purpose of litigation, certified copies can be obtained by parties in accordance with the above rules and filed in the Courts. As regards the production of original maps and records, the High Court has issued the following instructions:—

"All subordinate Courts should take special care to prevent the unnecessary production in Court of public documents as

defined in section 76 of the Evidence Act. When, however, the Collector or other public officer has been summoned under Order XVI, Rules 1 and 6 of the Code of Civil Procedure to produce in Court a certain document, it will be his duty to send such document to the Court; but such officer may, at the same time, in person or by letter addressed to the Court, object to the production of the document, stating the grounds of such objection, and thereupon it will be the duty of the Court to consider the objection, and to decide, after hearing parties, if necessary, whether it should compel the production of such document."

When an original map or record has to be produced before a Court, it should be sent in charge of a responsible clerk who will desire its prompt return to him the same day.

Punching of stamps.

148. The rules as to punching of stamps which are in force in other offices should be observed in Settlement Offices (*vide* Part I, section IIA, page 54, Stamps Manual of 1912, and Chapter VIIB, pages 175-77, Volume I, General Rules and Circular Orders of the High Court, 1918).

Salaries how paid.

149. Salaries of process-serving peons, permanent or temporary, are to be paid on establishment or Job Work bills and are to be included in the same way as the cost of the establishment. The pay or fees of copyists will be drawn in bills in A.-G. B. Form 312 under the head "Allowances, honoraria, etc.—Remuneration to copyists."

CHAPTER VII.—Settlement appointments, allowances and establishments.

ESTABLISHMENT.

Post of Director of Land Records and Surveys.

150. The post of Director of Land Records and Surveys is borne on the cadre of the Indian Civil Service in the senior scale and carries, besides the time-scale pay, a special pay of Rs. 250 a month. The Director of Land Records is also the Director of Surveys and is a head of a department for the purpose of the Fundamental Rules and the Subsidiary Rules framed thereunder.

Power of local Government in appointments.

151. The Local Government has full powers as to the number and duration of settlement appointments and allowances to be enjoyed by their holders.

Omit limitation in 151, page 42.—For the word "Local" *substitute* the word "Provincial". [illegible] Secretary of State's orders

No specific sanction required in major operations.

152. In the case of major operations no specific sanction for the number and duration of settlement appointment of officers of the Indian Civil Service, Bengal Civil or Bengal Junior Civil Service is required, but the necessary provision for such officers will be made annually, so far as practicable by the Appointment Department in accordance with the actual requirements of the Settlement Department, and such officers will be considered to be specially appointed to settlement work.

Specific sanction required in minor operations Limitation on sanction.

153. In the case of minor operations, the specific sanction of Government for the number and duration of such special appointments is required.

Annual appointments.

154. Complete proposals as to the number of officers required during the ensuing field season with the names of those whose appointment has been asked for and the names of those already employed should be submitted by the Director of Land Records and Surveys to Government in the Revenue Department a copy being sent to the Appointment Department by the 21st August in a consolidated statement. The statement should be accompanied by three supplementary lists—

I. List of officers whom it is proposed to transfer from one settlement to another.

II. List of officers formerly employed in [illegible] and 155, Department, who are now in the [illegible] again required for settlement.

III. List of other officers requi[illegible]

Form 38 given in A[illegible], has been prescribed for lists I and II above. [illegible] should be in the same form so far as it is applicable. [illegible] will include also the names and other particulars of o[illegible] required for the maintenance of the record-of-rights of pr[illegible] estates, which enjoy the concession of recovering arrears o[illegible]nt in accordance with the summary procedure prescribe[illegible] the Public Demands Recovery Act, 1913. The Settlement Of[illegible] proposals should reach the Director by the 5th August.

the [illegible]e Bo[illegible]

Reversions.

155. On the 15th April, the Director of Land Records and Surveys will also submit to Government in the Revenue Department a list of officers who are available for reversion to general duty at the close of the field season, whether they have applied or intend to apply for leave during any part of the recess or not. The list will be in Form 38, Appendix X of this Manual, and columns 14, 15 and 16 will be used to show which, if any, of the officers will again be required for settlement work in the following field season and from what date. A copy of the list will be sent at the same time to the Appointment Department for information. The Settlement Officer's proposals should reach the Director by the 1st April.

Gazetted staff in settlement.

156. The gazetted staff of the Settlement Department consists of—

(1) Settlement Officers,

(2) I. C. S. Assistant Settlement Officers,

(3) Deputy Collectors, employed as Assistant Settlement Officers,

(4) Munsifs, employed as Assistant Settlement Officers, and

(5) Sub-Deputy Collectors employed as Assistant Settlement Officers.

Gazetted staff in Survey.

157. In the Survey Department the gazetted staff consists of—

(1) Officers of the Survey of India permanently or temporarily deputed to Provincial Surveys; and

(2) Deputy or Sub-Deputy Collectors on permanent or temporary deputation.

Settlement Officers.

158. Four posts of Settlement Officers are borne on the cadre of the Indian Civil Service in the senior scale. They are included in the sanctioned posts of Magistrates and Collectors.

Deputation of Civilian Assistant Settlement Officers.

159. The Appointment Department will, if possible, depute two Civilian Assistant Settlement Officers for a period of twenty months each, to be extended if circumstances demand it, to each district operation, to be in subordinate charge of khanapuri (including cadastral survey and bujharat) and attestation (including objections), respectively.

Deputation of Deputy Collectors.

160. No definite number of Deputy Collectors to be deputed to Settlement every year has been fixed but the Appointment Department will meet the requirements of the Settlement Department as far as possible.

Deputation of Munsifs.

161. Four Munsifs, either officiating or otherwise, will ordinarily be deputed annually for a period of eighteen months or for such period as may be necessary to district operations. Special settlement appointments on the pay drawn by them as Munsifs, will be created for officiating officers for the required period, which will count as qualifying service.

Deputation of Sub-Deputy Collectors.

162. Fifty-nine Sub-Deputy Collectors including six for the leave reserve and three for maintenance work in private estates will ordinarily be deputed to survey and settlement annually for the field season or for such longer period as may be necessary.

Deputation of Technical Adviser.

163. (1) An officer of the Survey of India attached to the Provincial Surveys and deputed by the Director of Land Records and Surveys, or

(2) an officer of the Bengal Civil Service (Executive Branch) or the Bengal Junior Civil Service, or

(3) a Settlement Kanungo, or Assistant Survey Officer

will be appointed as a Professional or Technical Adviser to each settlement party, provided that in the second or third alternatives the officer is duly trained and certified by the Director of Surveys to be qualified for the work, and that the standard of the four-inch maps, which are the basis of the preliminary one-inch maps of the Survey of India is maintained.

Pay and allowances of Settlement Officers.

164. (*a*) A Settlement Officer who is a member of the Indian Civil Service will draw (*i*) the pay in the time-scale which would be admissible to him if serving in the regular line and not holding a special appointment, and (*ii*) a special pay of Rs. 150 a month. No officer should, however, be employed on settlement work whose remuneration, inclusive of the special pay, would exceed the maximum limits fixed under the time-scale for members of the Indian Civil Service.

(*b*) A Settlement Officer who holds a listed post will draw (*i*) the pay of the post and (*ii*) a special pay of Rs. 150 a month.

(*c*) A Collector or Deputy Commissioner placed in charge of the settlement of his district in addition to his ordinary duties will draw, in addition to his salary as Collector or Deputy Commissioner, a special pay of Rs. 150 a month. It shall be open to the Local Government to declare that a Collector or Deputy Commission in charge of the settlement of a less area than an entire district shall be entitled to a special pay not exceeding Rs. 150 a month.

—of—I.C.S. Assistant Settlement Officers.

165. An Indian Civil Service officer employed exclusively as an Assistant Settlement Officer will draw in addition to his time-scale pay on the junior scale, a special pay of Rs. 100 a month.

(Government of India, Home Department, Notification No. F. 173-28, dated the 8th April 1929).

—of—
(1) Deputy Collectors,
(2) Munsifs and
(3) Sub-Deputy Collectors.

166. Officers of the Bengal Civil and Bengal Junior Civil Services, who are specially appointed to settlement work which last or is expected to last for not less than six months, are entitled to draw, in addition to their pay in the time-scale a special pay at the following rate per mensem:—

	Rs.
Deputy Collectors	100
Munsifs	100
Sub-Deputy Collectors	50

If it is proposed to make a special exception in favour of a senior Deputy Collector drawing a salary of Rs. 700 and upwards

per mensem, appointed to the principal charge of an important settlement, the case should be reported for the sanction of Government.

Special pay admissible only t officers engaged in the main business of settlement.

167. The special pay mentioned in rules 164 (*c*) and 166 is admissible only when the officer concerned is engaged in the main business of settlement, that is to say, the actual work of assessment or the framing of a record-of-rights. Special pay cannot be drawn [illegible] to undergo a course of

Circular No. 65,

Calcutta, the 8th August 1940.

For "Rs. 25" in the fifth line of rule 168 at page 45 of the Manual *read* "Rs. 20".

The correction should be made by hand.

Correction Slip No. 6.

Calcutta, the 17th August 1936.

[illegible] page 45.—*Delete* the word "four" in the

(19) *Rule 170, page 45.*—For the word "Local" in the first sentence *substitute* "Provincial".

Settlement Officer or Assistant Settlement Officer on privilege leave or on leave for not longer than four months during the progress of a settlement, but in such cases *loco-tenens* cannot be seconded.

Pay and allowances of Survey Officers.

171. (1) An officer of Class II of the Survey of India deputed to the Bengal Survey Department is entitled to draw, in addition to his pay in the time-scale, the following allowance:—

(*a*) If placed in charge of the Bengal Traverse Party and Bengal Drawing Office, (*i*) a charge allowance of Rs. 150 a month, and (*ii*) a special pay of Rs. 100 a month.

(18) *Rule 164(c), page 44.*—For the word "Local" in the second sentence *substitute* "Provincial".

(2) When the officer-in-charge is an officer of Class I of the Survey of India or is promoted to that class, no charge allowance is admissible but the special pay is raised to Rs. 150 a month.

(3) An officer of the Survey of India deputed to the Bengal Survey Department and stationed in Calcutta is entitled to (*i*)

(20) *Rule 171(3), page 45.*—For the words "Government of India" *substitute* the words "Central Government".

Special pay of officers of Bengal Civil Service and Bengal Junior Civil Service.

172. An officer of the Bengal Civil Service (Executive) or of the Bengal Junior Civil Service deputed to the Bengal Survey Department is entitled to draw in addition to his time-scale pay in the regular line, a special pay of Rs. 100 and 50 per month respectively.

Leave application.

173. Applications for leave from officers employed on major operations or as wholetime officers in minor operations should be submitted through the Director of Land Records and Surveys who will forward them to Government through the Accountant-General with his remarks thereon, unless he himself is competent to sanction the leave.

Leave salary.

The Director may sanction leave on full average pay up to four months to Provincial (class II) and subordinate survey officers.

174. (1) Under Fundamental Rule 9 (21) (a) the pay of an officer includes his special pay. When therefore an officer takes leave, he draws during such leave an average pay (full, half or quarter according to the nature of the leave) which includes special pay or settlement allowance.

(*a*) The charge allowance mentioned in rule 171 (1) (*a*) is classed as remunerative or as special pay and counts towards leave and pension.

(Government of India order No. 2121-31-9, dated 22nd December 1914.)

(*b*) Compensatory allowances including house rent allowances may be drawn during leave only to the extent and subject to the limitations specified in Fundamental Rule 93 and the subsidiary rules framed thereunder.

(2) When it is intended that on the expiry of his leave the officer should return to the Settlement duty or to any other duty under the Revenue Department, Government in that department should grant the leave.

(3) Leave allowances are not debitable to Settlement but are borne by Government and adjusted in the case of expenditure in England under "High Commissioner—22—General Administration" and in the case of expenditure in India under "22—General Administration."

Special rate of travelling allowance.

175. (*a*) The following special rates of travelling allowance are admissible in the case of Settlement Officers, Assistant Settlement Officers, officers of Class II of the Survey of India, Munsifs, Deputy Collectors and Sub-Deputy Collectors employed on Survey work in Bengal.

Monthly pay of officers.	Mileage admissible rate.	Daily allowance admissible.
Rs. 750 and upwards	50 per cent. over class rate subject to a maximum of 8 annas.	Rs. 7-8 as.
Less than Rs. 750 ..	Ditto ..	50 per cent. over class rate subject to a maximum of Rs. 5 except for journeys by boat in the Dacca and Chittagong Divisions, the districts of Khulna, Jessore and 24-Parganas and the subdivision of Arambagh in the district of Hooghly where there is no maximum.

(*b*) Officers of the Indian Civil Service getting Rs. 750 per month and above when employed as wholetime Assistant Settlement Officers are entitled to draw daily allowance at the rate of Rs. 7-8 while those getting less than Rs. 750 per month are entitled to draw daily allowance at the rate of Rs. 6. The mileage in both the cases is annas 8 per mile. Travelling allowance of Civilian Assistant Settlement Officers.

(*c*) The travelling allowance of Settlement Kanungos is governed by Subsidiary Rule 69 framed under Fundamental Rule 44 read with item No. 2 of Appendix 10 of the Fundamental and Subsidiary Rules. For the purposes of this rule the jurisdiction of a Kanungo should be taken to be the sub-circle (or halka) to which he has been posted for the field season, unless the Kanungo is a Circle Officer or his work lies all over a circle when his jurisdiction should be taken to be the circle. When, however, a Settlement Kanungo is appointed Technical Adviser, he draws travelling allowance including daily allowance for halts made during tour at the rates admissible in the case of Assistant Settlement Officers. Travelling allowance of Settlement Kanungos.

Leave application.

173. Applications for leave from officers employed on major operations or as wholetime officers in minor operations should be submitted through the Director of Land Records and Surveys who will forward them to Government through the Accountant-General with his remarks thereon, unless he himself is competent to sanction the leave.

Leave salary.

The Director may sanction leave on full average pay up to four months to Provincial (class II) and subordinate survey officers.

174. (1) Under Fundamental Rule 9 (21) (a) the pay of an officer includes his special pay. When therefore an officer takes leave, he draws during such leave an average pay (full, half or quarter according to the nature of the leave) which includes special pay or settlement allowance.

(*a*) The charge allowance mentioned in rule 171 (1) (*a*) is classed as remunerative or as special pay and counts towards leave and pension.

Correction slip No. 53, dated the 31st March 1939.

Cancel correction slip No. 11, dated the 9th December 1936, *substitute* the following for rule 175 (*a*) and (*b*) on pages 46 to 4 Part I, Chapter VII, of the Survey and Settlement Manual, 1935, and *number* rule (*c*) as rule (*b*) :—

"(*a*) The following special rates of travelling allowance are admissi in the case of Settlement Officers, Assistant Settlement Officers, Assista Director of Surveys, Officers of the Bengal Provincial Service of t Survey of India, Munsiffs, Deputy Collectors and Sub-Deputy Collect employed on survey work in Bengal :—

Monthly pay of officers.	Mileage rate admissible.	Rate of daily allowance admissible.
(*i*) Officers on Rs. 750 or upwards, or members of the Indian Civil Service not entitled to overseas pay, on Rs. 600 and upwards.	50 per cent. over class rate subject to a maximum of 6 annas if the journey is performed by motor vehicle, otherwise 8 annas. When mileage is claimed at the latter rate, the officer drawing the bill shall certify that no part of the journey was performed by motor vehicle.	Rs. 7-8.
(*ii*) Members of the Indian Civil Service entitled to overseas pay on less than Rs. 750, or not entitled to overseas pay on less than Rs. 600.	Ditto ..	Rs. 6-0-0.
(*iii*) Other officers below Rs. 750.	Ditto ..	50 per cent. more than ordinary rate subject maximum of Rs. 5 ex for journeys by boat the Dacca and Chittag Divisions, the district Khulna, Jessore and Parganas and the su vision of Arambagh in districts of Hooghly wh there is no maximum.

(*b*) Officers of the Indian Civil Service getting Rs. 750 per month and above when employed as wholetime Assistant Settlement Officers are entitled to draw daily allowance at the rate of Rs. 7-8 while those getting less than Rs. 750 per month are entitled to draw daily allowance at the rate of Rs. 6. The mileage in both the cases is annas 8 per mile. Travelling allowance of Civilian Assistant Settlement Officers.

(*c*) The travelling allowance of Settlement Kanungos is governed by Subsidiary Rule 69 framed under Fundamental Rule 44 read with item No. 2 of Appendix 10 of the Fundamental and Subsidiary Rules. For the purposes of this rule the jurisdiction of a Kanungo should be taken to be the sub-circle (or halka) to which he has been posted for the field season, unless the Kanungo is a Circle Officer or his work lies all over a circle when his jurisdiction should be taken to be the circle. When, however, a Settlement Kanungo is appointed Technical Adviser, he draws travelling allowance including daily allowance for halts made during tour at the rates admissible in the case of Assistant Settlement Officers. Travelling allowance of Settlement Kanungos.

176. Under Fundamental Rule 44 read with Subsidiary Rule 78 all officers and their establishments working under the supervision of the Director of Land Records and Surveys have been exempted from the operation of the rule for 10 days' halt at one place up to a limit of 30 days if they are employed on attestation, assessment of revenue and case work. As regards other officers holding settlement appointments and officers deputed for training in Survey and Settlement the Director is empowered to exempt them up to a limit of 30 days, if he is satisfied— Exemption from 10 days' halting rule.

(*a*) that prolonged halts are necessary in the interests of the public service, and

(*b*) that such halts necessitate the maintenance of camp equipage or, where no camp equipage is maintained, continue, after the first ten days, to entail extra expense upon the officer making the halt.

The Director's order sanctioning exemption is required in each case, but when the travelling allowance bill charging daily allowance for more than 10 days is countersigned by him as controlling officer no separate sanction is required

177. The Director of Land Records and Surveys is the controlling officer for the purpose of countersigning travelling allowance bills of Settlement Officers, Provincial Survey Establishment and Deputy and Sub-Deputy Collectors deputed to the Survey Department. Travelling allowances of Assistant Settlement Officers and all establishments employed on settlement operations are countersigned by Settlement Officers. In Minor Settlement operations where no Settlement Officer has been appointed, District Officers take the place of Settlement Officers. Authority for countersigning travelling allowance bills of officers.

178. The Director of Land Records and Surveys is empowered to fix the headquarters of any officer subordinate to him. Fixation of headquarters of subordinate officers.

Power to sanction carriage of camp equipment, etc.

179. Under Fundamental Rule 44 read with Subsidiary Rule 86 (*b*) the Director of Land Records and Surveys is authorised to sanction the carriage, by rail or steamer at Government cost of camp equipment and horses of his own and of officers serving under him subject to the limitations noted below:—

Officers.	Limits.	
	Camp equipment. Maximum.	Horses.
	Maunds.	Nos.
Director of Land Records and Surveys	35	3
Settlement and Assistant Settlement Officers	20	3
Officers of Classes I and II of the Survey of India ..	20	3
Retired officers of the Survey Department re-employed ..	20	3
Officers of the Provincial and Subordinate Survey Services	20	3
Officers deputed to Settlement Training camp ..	10	1
Other officers	5	1

In the case of officers returning from settlement training camp on the expiry of the period of deputation a similar power is exercised by Divisional Commissioners.

Provision for temporary and fluctuating establishments.

180. Temporary establishments which may be required to be employed in any one year should be foreseen and budgeted for.

Under "Supplies and service-job work" should be included only such fluctuating establishments as cannot be foreseen and budgeted for under "Pay of establishment."

N.B.—Care should be taken not to swell the provision under "Job work."

Sanction for Survey and Settlement establishments.

181. (1) In settlements under his control, the Director of Land Records and Surveys will have power to sanction, subject to limits of budget provisions and to a salary of Rs. 100 per mensem in each case, increases in the temporary establishment (including Kanungos and khanapuri inspectors) that is to say, he may sanction additional establishment required for not more than twelve months. The Director exercises similar powers in respect of temporary establishments of the Bengal Traverse Party and the Bengal Drawing Office.

(2) Settlement Officers or Collectors are empowered to sanction increases in temporary establishment which have not been provided for in detail in the original estimate of cost of the operations, limited by the provision for any sub-head in the budget, and subject to the condition that no post on fixed pay exceeding Rs. 50 per mensem can be created without the sanction of the Director of Land Records and Surveys. These officers are also empowered to sanction the employment of additional establishment paid at

contract rates for such work as copying, comparing and tabulating, subject always to the limit of the amount provided in the budget for expenditure by each officer on these purposes.

Varying details of sanctioned temporary establishments.

182. (*i*) The Director of Land Records and Surveys is empowered to vary details consisting of the rates of pay of particular posts, the number of persons employed and the period of employment of any temporary establishment employed under him, whether employed for full periods of one year or for longer or shorter periods. The following conditions must be observed:—

(*a*) The cost of a temporary establishment shall not be raised beyond the total amount sanctioned for the establishment by the authority which sanctioned its employment.

(*b*) Where the authority which sanctioned the employment of the temporary establishment is Government, the pay of no post shall be raised above such a maximum as Government may by general special order fix for this purpose.

(*c*) In other cases, the pay of no post shall be raised above the limit of sanction enjoyed by the authority which sanctioned the employment of the temporary establishment.

(*ii*) The Director exercises similar powers in respect of temporary establishments of the Bengal Traverse Party and the Bengal Drawing Office.

Limit of establishment in minor operations.

183. In Minor Settlements the pay of the establishment at headquarters should be limited to Rs. 8 per annum on each square mile of the total area under the operations.

Communication of orders of sanction to the Accountant-General.

184. When a temporary post is created, it is not necessary to send a copy of the order sanctioning the post to the Accountant-General, provided the pay does not exceed Rs. 50 a month. It will be sufficient if the bill is countersigned by the authority competent to sanction the post. Where however the pay of the post exceeds Rs. 50 a month a copy of the order sanctioning it must be communicated to the Accountant-General.

Kanungos.

185. Kanungos are appointed mainly for the inspection of cadastral survey and khanapuri and for the performance of field bujharat, but their services are utilised in connection with other branches also.

Sanction to number of kanungos.

186. Sanction will be obtained annually for the following financial year by the Director of Land Records and Surveys for the total number of appointments required in the Presidency in each grade of Kanungos bearing a pay of over Rs. 100 a month.

187. The appointments so sanctioned will be distributed from time to time by the Director between the different settlements in accordance with their respective requirements, subject to budget provision and the Director's power of reappropriation. For the purpose of audit, the Director of Land Records and Surveys will furnish Accountant-General by the 1st April each year with a statement in the following Form A showing the number of officers

on 1st April in each grade in the different settlements, and will send him monthly by the 10th of each month a statement in the following Form B of promotions and transfers:—

FORM A.

Financial Year.

Name of district.	Number allotted.	Remarks.
Total ..		
Sanctioned provincial cadre.		

FORM B.

For the month of 19 .

Name of officer.	Transfer.				Promotion.			Remarks.
	District.		Date of joining the new district.	Pay.	District.	From what date.	Pay.	
	From	To						
1	2	3	4	5	6	7	8	9

188. Rules for the recruitment of Kanungos in the Settlement Department are given in Appendix K (I). Rules for recruitment of kanungos.

189. The training class for Kanungos will begin annually on the 1st August at a District Settlement headquarters selected by the Director of Land Records and Surveys. The rules for the training of Kanungos are given in Appendix M (II). Training class for Kanungos.

190. Kanungos are, as far as possible, kept on duty throughout the year, so that if the temporary service is followed, without interruption, whether in Settlement Department or in miscellaneous work for other departments, by qualifying service, such service should count for pension in accordance with Article 381 (*b*) of the Civil Service Regulations, which applies to all temporary settlement establishment. The period of temporary employment of Kanungos on miscellaneous work of the settlement and other departments qualifies for pension when they are afterwards appointed to the Bengal Junior Civil Service. Regular service Settlement service when qualifying.

Correction slip No. 39, dated the 30th June 1938.

PART IX.—CHAPTER VIII.

Rule 192, page 51.—Delete the rule and in its place *substitute* the following :—

"The following time-scale has been sanctioned for Settlement Kanungos :—

Rs. 100—25/3—150—20/3—230—10/3—240—250, following on a probationary period of not less than six months on Rs. 75 and with an efficiency bar at Rs. 170."

Khulna, Jessore 24-Parganas and Pabna and the Arambagh subdivision of Hooghly district Kanungos may, draw boat allowance at the rate not exceeding Rs. 30, with the sanction of the Director of Land Records and Surveys, Bengal, a month in lieu of the pony allowance, provided the Settlement Officer certified that it is necessary to maintain a boat and that one is kept.

194. Assistant Survey Officers are appointed by the Director of Land Records and Surveys mainly for the purpose of inspecting traverse survey in the field. They are also employed in miscellaneous surveys and other branches. Appointment of Assistant Survey Officers.

195. The following time-scale of pay has been sanctioned for Assistant Survey Officers :—Rs. 150—10—250. The pay of new recruit Assistant Survey Officers has been fixed at Rs. 130—10/2—140—20/2—220. Time-scale of pay of Assistant Survey Officers.

196. With a view to securing a proper supply of amins Settlement Officers will select for training amins' muharrirs who have worked successfully in the previous field season and give them a month's further training in practical survey and khanapuri before the following field season commences. Those who pass will so far as possible be appointed as amins. Training and recruitment of amins.

Arrangements for providing Collectorates with Amins.

197. Collectors will report to the Director of Land Records and Surveys on or before the 1st August how many amins they require for the following field-season in addition to those already available. The Director will inform each Settlement Officer how many he requires trained by him for this purpose and for what districts and the Settlement Officer will make necessary arrangement for training the number required in addition to those he requires for his own settlement. The Settlement Officer will retain those and arrange for the deputation of experienced amins to the districts in which minor operations are in progress. The rules for training are given in Appendix M.

Power of Di La and to tra allowances on first recruitment.

Correction Slip No. 42, dated the 13th August 1938.

(1) *Rule 198, page 52.*—For the word "ministerial" *substitute* "clerical".

—to grant travelling allowances to Survey menials.

[illegible] state being that of the case to which the appointment [illegible] officer proceeds to join belongs.

199. The Director of Land Records and Surveys may grant such rail and steamer fares as he considers necessary to khalasis and other menials of the Survey Department proceeding on or return from leave of any kind such fares should be paid for the journey to and from the place at which each menial was recruited.

He may also grant such travelling allowance as he considers necessary to other subordinates of the Survey Department when proceeding on or returning from leave if their homes are situated in provinces other than those in which they are employed. [Subsidiary Rule 138 of the Fundamental Rules.]

—to grant transit pay, allowance and advances to Amins.

200. The Director of Land Records and Surveys is empowered to sanction the grant of transit pay and allowance to temporary subordinates of the Survey and Settlement Departments under his control and to sanction an advance of Rs. 10 to each of the Amins to join their duties in the Settlement Camp during the field season. The advance will be recovered ordinarily in one instalment by deduction from the first bill drawn for the works of the Amins but in exceptional cases it may be made in two instalments.

Daily allowances to ministerial and menial members of job works

201. The Director of Land Records and Surveys is empowered to allow the ministerial and menial members of the "Job charged" contingent establishment of the Settlement Department to draw the same daily allowances as would be admissible to the ministerials and menials on the regular establishment of the Department whenever these employees are sent on tour away from headquarters on "ministerial" *substitute* the work, subject to the following conditions:—

(1) *Rule 201, page 52.*—For the word "ministerial" wherever it occurs in the rule [illegible] should be cancelled and the words "indispensably necessary for work of a clerical" was justified.

—to sanction advances for the purchase of horses.

202. The Director of Land Records and Surveys is empowered to sanction advance to officers of the Survey and Settlement Departments for the purchase of horses subject to the following conditions:—

(*a*) that the amount of advance shall not exceed one month's salary of the officer taking the advance, subject to a limit of Rs. 300,

(*b*) that the amount of the advance shall be recovered in three equal instalments, by deduction from the pay bill of the officer taking the advance.

Correction slip No. 50, dated the 7th December 1938.

Cancel existing Rules 205 (*a*), (*b*) and (*c*) on pages 53-54 and *substitute* the following:—

205. (*a*) The table below shows the different officers whom the powers of punishment have been delegated, and the different appellate

Correction Slip No. 70.

Calcutta, the 16th June 1941.

(*i*) At the end of rule 205 (*a*) as modified by Correction Slip No. 50, dated the 7th December 1938, in Part I, Chapter VII, at page 53, *insert* the following as a sub-paragraph :—

"For purposes of this rule, job work establishment means job workers who were appointed before the 1st April 1937 and have been in service since then without interruption."

(*ii*) At the end of rule 205 (*b*) as modified by Correction Slip No. 50, dated the 7th December 1938, in Part I, Chapter VII, at page 53, *insert* the following as a sub-paragraph :—

"They do not however apply to job workers appointed on or after the 1st April 1937."

	(i) to (v) noted below.		
	Director of Land Records and Surveys, Bengal, in cases (vi) and (vii) noted below.		Board of Revenue, Bengal.
Head Draftsman and Draftsman.	Officer-in-charge, Bengal Traverse Party and Bengal Drawing Office.		Director of Land Records and Surveys, Bengal.
Head Computors and Computors.	Ditto	..	Ditto.
Sub-Surveyors.	Ditto	..	Ditto.
Printers, Zinc Correctors, etc.	Ditto	..	Ditto.
Despatchers, Store-keeper, Assistant Map Record-keepers and other Technical hands in Bengal Drawing Office.	Ditto	..	Ditto.
Menial establishment	.. Assistant Officer-in-charge, Bengal Traverse Party and Bengal Drawing Office, in cases (i) to (v) noted below.		Officer-in-charge, Bengal Traverse Party and Drawing Office.
	Officer-in-charge, Bengal Traverse Party and Bengal Drawing Office in cases (vi) and (vii) noted below.		Director of Land Records and Surveys, Bengal.

(*b*) *Appeals and revision.*—The Rules in Part III of Bengal Subordinate Services (Discipline and Appeal) Rules, 1936, will apply.

**(*i*) Censure.

(*ii*) Withholding of increments of promotion, including stoppage at an efficiency bar.

(*iii*) Reduction to a lower post or time-scale, or to a lower stage in a time-scale.

(*iv*) Recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders.

(*v*) Suspension.

(*vi*) Removal from the civil service of the Crown, which does not disqualify from future employment.

(*vii*) Dismissal from the civil service of the Crown, which ordinarily disqualifies from future employment.

Explanation.—The discharge—

(*a*) of a person appointed on probation, during the period of probation,

(*b*) of a person appointed otherwise than under contract to hold a temprary appointment, on the expiration of the period of the appointment, and

(*c*) of a person engaged under contract, in accordance with the terms of his contract, does not amount to removal or dismissal within the meaning of this rule.

B. G. Press—1938-39—9941E—3,000.

—to sanction permanent advances.

203. The Director of Land Records and Surveys is empowered to sanction permanent advances to subordinate officers up to Rs. 500 after consultation with the Accountant-General in each case and subject to report to Government in the case of a difference of opinion.

Ministerial officers.

204. General rules regarding ministerial officers and the rules for taking security from [illegible] the Bengal

(3) *Rule 204, page 53.*—For the word "ministerial" in the first sentence *substitute* the word "clerical". *c.s.r.*

security taken from peons, which have been relaxed in the case of the Survey and Settlement Department (*see* rule 331).

Subordinate services: Powers of punishment and appellate authorities.

205. (*a*) The table below shows the different officers to whom the powers of punishment have been delegated under rule XV of the Classification Rules framed by the Secretary of State in Council and the different appellate authorities prescribed under rule XIX of the said rules:—

Posts and services included in the category of subordinates services.	Authority to whom powers under rule XIII are delegated.	Appellate Authority.
Settlement Kanungos	Director of Land Records and Surveys.	Local Government.
Assistant Survey Officers	Ditto ..	Ditto.
Head Map Record Keeper	Ditto ..	Ditto.
Printing Supervisor		
Head Draftsmen and Draftsmen ..	Officer in charge Bengal Traverse Party and Bengal Drawing Office.	Director of Land Records and Surveys.
Head Computors and Computors ..		
Sub-Surveyors		
Printers, Zinc Correctors		
Despatchers, Assistant Map records Keepers, and other Technical hands in Bengal Drawing Office.		
Office of the Director of Land Records and Surveys.	Director of Land Records and Surveys.	Local Government.
District Settlement Offices	Settlement Officers ..	Director of Land Records and Surveys.

Appeals.

(*b*) There will be only one appeal. An officer who has to deal with an appeal against an order passed by him in a subordinate capacity shall forward the appeal to the authority immediately superior to him for disposal provided that no appeal shall

(21) *Rule 205, page* [illegible] nor.

Revision.

second and tenth items on the power of revision in all sentence of paragraph (*c*) [illegible] material injustice. The ment" [illegible] rent from those for interference in appeal. The mere [illegible] revisional authority may take a different view of the [illegible] that which has been taken by the authority whose order [illegible] ed to revise does not justify the former authority in interfering [illegible] revision with the order of the latter authority. If the [illegible] not an unreasonable one, or does not, from some [illegible] in it as a material departure from the procedure prescribed [illegible] the Secretary of State in Council under sub-section (2) [illegible] 96B of the Government of India Act, call clearly for [illegible] ace, no interference ought to take place. If, however, in [illegible] a case

comes to the notice of any revising authority where the order is clearly so wrong, so irregular or so unjustifiable as to render it both necessary and desirable that the order should be modified, the authority will be exercising its powers of revision properly, if it decides to interfere.

Power of dismissal or removal from service.

206. Except as otherwise provided for in rule 205, the power of dismissal or removal from office rests with the officer who has power to appoint.

Appeals from orders of dismissal, removal, etc., classification rules.

207. (*a*) Appeals from orders of dismissal, removal and other punishments are regulated by the orders contained in the Civil Services (Governors' Provinces) Classification Rules framed under section 96B (2) of the Government of India Act, which are reproduced in Appendix VII, at page 54.

(Government of India, Home Department, F. 9/3/30, dated 19th June 1930.)

(*b*) No appeal shall lie against—

(*i*) the discharge of a person appointed by an authority in British India on probation if his discharge is ordered before the termination of his promotion, or

(*ii*) the dismissal or removal of a person appointed by an authority in India to hold a temporary appointment.

Submission of memorials.

208. (*a*) Instructions regarding the submission of memorials and other papers of the same class to His Majesty the King-Emperor or the Secretary of State for India in Council are contained in the Government of India, Home (Public) Department Notification No. F. 6/7/33, dated 19th June 1933, reproduced in Appendix L, Part I.

(*b*) Instructions regarding the submission of petitions to the Governor-General in Council are contained in the Government of India, Home Department, Notification No. F. 6/7/33 II, dated 19th June 1933, reproduced in Appendix L, Part II:

209. Without prejudice to the provisions of the Public Servants Enquiries Act, 1850, no order of dismissal, removal or reduction shall be passed on a member of a service or on an officer holding a special post (other than an order based on facts which have led to his conviction in a criminal court) unless he has been informed in writing of the grounds on which it is proposed to take action and has been afforded an adequate opportunity of defending himself. The grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges, which shall be communicated to the person charged, together with a statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case. He shall be required, within a reasonable time, to put in a written statement of his defence and to state whether he desires to be heard in person. If he so desires or if the authority concerned so direct, an oral enquiry shall be held. At that inquiry oral evidence shall be heard as to such of the allegations as are not admitted and the person charged shall be entitled to cross-examine the witness, to give evidence in person, and to have such witnesses called as he may wish, provided that

the officer conducting the inquiry may, for special and sufficient reason to be recorded in writing refuse to call a witness. The proceedings shall contain a sufficient record of the evidence and a statement of the findings and the grounds thereof.

This rule shall not apply where the person concerned has absconded or where it is for other reasons impracticable to communicate with him. All or any of the provisions of the rule may, in exceptional cases, for special and sufficient reasons to be recorded in writing, be waived where there is a difficulty in observing exactly the requirements of the rule and these requirements can be waived without injustice to the person charged.

[*Vide* Rule 55, Civil Services (Classification, Control and Appeal) Rules.]

Proscription.

210. In the case of temporary or fluctuating establishment the punishment may be proscription for a term of years or permanently. In such cases the punishment should be reported to the Director of Land Records and Surveys for confirmation. The Director will prepare a list of all proscribed establishment and forward it to the different Settlement Officers and Collectors keeping them informed of changes in the the list.

Fines.

211. The imposition of fines on temporary or fluctuating establishment should be carefully supervised by the Settlement Officer or Collector and all fines of over Rs. 5 should be reported to him for confirmation.

Forfeiture of pay.

212. If it is decided to dismiss an officer, special orders must be passed with regard to any sum that may be due to him, and the reason for forfeiture when ordered must be stated. Such forfeiture should only be made on the ground that the conduct of the dismissed officer has caused loss to Government.

Distinction between dismissal and removal or discharge.

213. Dismissal precludes re-employment in Government service of the person dismissed. Removal or discharge does not preclude re-employment in Government service.

Submission of

214. (*a*) The gazetted, subordinate or ~~ministerial~~ officers shall on appointment submit to the authority above [illegible] year every such officer shall submit an annual statement either of alterations or of the fact that there is no change to the same authority—

(4) *Rule 214 (a), page 55.*—For the word "ministerial" in the first sentence and in item No. 5 of the statement *substitute* the word "clerical".

	Rank or designation.	Authority to whom the returns should be submitted.
1.	Officers treated as Class I officers of Survey of India.	Government in the Revenue Department.
2.	Sub-Deputy Collectors employed exclusively on Settlement or Maintenance work.	Director of Land Records and Surveys.
3.	Officers below the rank of Class I officers of Survey of India.	Ditto.
4.	Settlement Kanungos ..	Ditto.
5.	Ministerial officers ..	Heads of offices in which they are employed.

(*b*) In respect of landed property owned by Indian members of the Indian Civil Service by officers holding listed posts of Collectors and by members of the Bengal Civil Service a register is maintained in the Appointment Department. Each officer of these general line or in a special department shall submit to that department through the Collector and the Commissioner of the Division in the first week of January an annual statement of alterations during the last calendar year. If there has been no change, he will report the fact.

(*c*) The statement of landed property owned by an officer should be submitted by him in the following form:—

Name.	District and subdivision in which the property is situated.	Nature of property and extent of interest held.	State whether the interest is sole or joint.	If not in own name, state in whose name held and whether wife or other connection.	How acquire whether by purchase inheritance or otherwise.	If held under superior landlord, his name and place of residence with district.	Annual value of interest.	Remarks.
1	2	3	4	5	6	7	8	9

(*d*) When a Sub-Deputy Collector is transferred from Settlement to the general line or to another department, the statement of his landed property should be forwarded to the Commissioner of the Division or to the Head of the Department concerned.

of in Kingdom.

215. Owing to the difficulty that is experienced by the authorities at the India Office in tracing the relatives of officers who die in India the attention of all European officers is drawn to the desirability of placing on record among their private papers particulars of the names and addresses of relatives in the United Kingdom to whom in the event of their death they should desire intimation to be conveyed.

CHAPTER VIII.—Training of officers in Survey and Settlement work.

Correction slip No. 5, dated Calcutta, the 17th July 1936.

(i) Part I, Chapter VIII, Rule 216 at page 57 :—

After the word "Police" in the third sentence *add* "probationary" munsiffs".

(ii) *Rule 217 (b).*—After the word "Collectors" in the third line *add* the words "or Judges" and in the fifth line *delete* the words "the Collectors" and *insert* "them" in their place.

(iii) *Rule 218.*—After the word "Collector" in the first sentence *add* the words "or the District Judge" and after the same word in fourth line *add* "or the District Judge as the case may be" and after the same word in the fifth and eighth lines *add* "or the District Judge".

(iv) *Rule 219.*—At the end *delete* the full stop and *add* "or District Judges as the case may be".

[illegible] to a con- [illegible] Rs. 30 or Rs. 20 a month according as a horse or pony is kept by them.

(b) Travelling and conveyance allowance bills of officers under training will be passed by the Settlement Officer but as the expenditure will proceed against the allotments of the Collectors of the districts to which the officers are attached, the bills will be forwarded to the Collectors, so that the columns for allotments and expenditure may be filled in before they are paid.

(c) Officers temporarily deputed for the purpose of training in survey and settlement work, away from the place where they are stationed, will be entitled to an advance not exceeding one month's pay and subject to the conditions laid down in clause (a) of Article 159 of the Civil Account Code (Eighth Edition) Volume 1.

218. Officers subordinate to the Collector deputed to settlement training will in all cases have an orderly who will accompany them from their districts. The pay and the travelling allowance of the orderly will be paid by the Collector. Where the officer has not already an orderly, the Collector will subject to budget provisions appoint a temporary orderly to accompany the officer. When budget provision does not admit of such an appointment, the Collector should apply beforehand to Government for funds and for sanction to entertain a temporary orderly for the officer. Orderly.

Correction slip No. 43.

Correction Slip No. 51, dated the 21st December 1938.

The following addition and alteration should be made in handwriting in the rule mentioned therein instead of pasting a correction slip :—

For **the words "by Divisional Commissioners or District Judges as the case may be" in rule 219 (last sentence)** ***substitute*** **"by the heads of departments to whom they are subordinate".** 12, 1t),

Rules and instructions for training.

220. The rules for the training of the above officers will be found in Appendix M (I) which will be issued to each officer by the Settlement Officer. Further instructions regarding the requirements of officers, place of training, etc., will be issued by Director annually on receipt of Government orders regarding the number and names of officers and others to be deputed for training.

Director's report to Government about accommodation.

221. On the 15th August every year the Director will report to Government the number of officers for whom accommodation will be available in the training camp.

Reports on training.

222. The Settlement Officer in charge of the training of officers will submit to the Director a brief report dealing with the training of such officers in survey and settlement work on or before the 1st May, and the Director will submit it to Government with his remarks on or before the 1st June.

CHAPTER IX.—Indents and Stock.

Stock for minor operations to be supplied by the Collectorate.

223. In operations under the control of the Collector he should be responsible for (1) forms, (2) stationery, (3) mathematical instruments (4) tents, and (5) books, each estate, other than ...ted States being charged Rs. 20

(22) *Rule 223, page 59.*— ... sentence *substitute* "Crown".

... The Director of Land Records ... rveys shall determine however in particular operation whet... Settlement Officer in charge of land revenue settlement shoul... ollow the procedure of major operations.

Classification of forms.

224. (1) Forms used in Survey and Se... ...t Departments are grouped into the three following classes:—

(*i*) Standard forms, that is, forms which a... by two or more departments and which are incl... the list of standard forms approved by Governm...

(*ii*) Non-standard forms, that is forms used by one ...ment or office only and which are not included in ... of standard forms approved by Government.

(*iii*) Saleable forms, i.e., forms which are sold to the pu...

(2) The rules for the alteration of standard and non-stand... forms are contained in Bengal Forms Manual.

No new form may be introduced without the sanction of Government.

Standard forms.

225. Standard forms or forms prescribed by Government are supplied by the Press and Forms Manager, Bengal, on indent through the Director of Land Records and Surveys, Bengal. Officers in charge of settlement operations are concerned with the following standard forms mentioned in the detailed rules of the Bengal Forms Department:—

(1) Bengal Land Records Forms (Survey and Settlement).
(2) Board of Revenue Forms.
(3) Accountant-General, Bengal's Forms.
(4) High Court Forms (Civil Process and Proceedings).
(5) High Court Forms (Civil Miscellaneous).
(6) Office routine and envelopes Forms.
(7) Bengal Executive Forms.

Officers should endeavour, as far as possible, to use standard forms, when such forms are suitable for the purposes required.

Non-Standard forms.

226. Non-standard forms or special survey and settlement forms can be obtained from the Press and Forms Manager through the Director of Land Records and Surveys subject to the provisions of rule 225; any form of this class entered in the indent must have been approved by the Director. The number and date of the orders sanctioning the introduction of all special forms should be invariably quoted. Two samples of each form duly endorsed with print order should accompany the indent.

Restriction on the printing of forms.

227. No form, standard or non-standard, will be printed by the Forms Department unless the consolidated annual demand exceeds 2,000 copies. If this condition is not satisfied copies should be prepared by typewriting or duplicating machines.

(NOTE.—This rule does not apply to saleable forms or to certain forms used for the submission of returns and other purposes which under the orders of competent authority must be submitted in print, e.g., charge reports, apportionment statements, etc.).

Printing of Forms at private presses forbidden.

228. The printing of forms at private presses is forbidden except when the Press and Forms Manager is unable to supply the forms or in exceptional circumstances.

(NOTE.—Printing at private presses would be permissible in the exceptional circumstances mentioned in rule 143 of the Bengal Forms Manual 1927.)

Stationery.

229. Articles of stationery are supplied by the Controller of Printing and Stationery on indent through the Director of Land Records and Surveys.

The Director is authorised to sanction petty local purchases of stationery and rubber stamps up to a limit of Rs. 20 in each case.

Allotment for forms.

230. A book allotment is annually placed at the disposal of the Director of Land Records and Surveys to cover the cost of forms required for his own office and for offices subordinate to him. To enable the Director to distribute the allotment, Settlement Officers and the Officer-in-charge, Bengal Traverse Party, should report their requirements not later than the 15th April. The Director will keep a small reserve in his hands to meet unforeseen requirements and communicate the distribution to the different officers and to the Forms Department. No supply in excess of the book allotment will be made by that department. The allotment cannot be utilised in meeting the cost of forms obtained otherwise than from the Forms Department.

Allotment for stationery.

231. Out of the provision in the stationery budget an allotment for Survey and Settlement Departments is placed at the disposal of the Director of Land Records and Surveys. The allotment cannot be directly utilised in obtaining supplies from the market and is meant to cover the cost of articles supplied by the Stationery Office and beyond distributing it the Director exercises no control over it. Settlement Officers and the Officer-in-charge, Bengal Traverse Party, should report their requirements not later than the 15th April to the Director who will keep a small reserve in his hand to meet unforeseen requirements and distribute the balance. The order sanctioning the distribution will be communicated to the Stationery Department and to the officers concerned.

Classes of indents.

232. (*i*) Indents for forms and stationery are of two kinds, viz.—

(*a*) annual,

(*b*) supplementary or emergent.

Annual indents should be for a supply of all forms and stationery sufficient to meet the requirements of one complete

year. They should be prepared with great care and forethought to avoid the necessity for submission of supplementary or emergent indents. The annual indents should be submitted to the Director of Land Records and Surveys who after scrutiny will forward them to the Press and Forms or Stationery Department as the case may be, subject to the provisions contained in the next paragraph, the same procedure will be followed in case of supplementary or emergent indents when their submission is unavoidable.

Supplementary or emergent indents for forms.

(*ii*) No reserve stock of forms is maintained in the Press and Forms Department and no supplementary or emergent indent is entertained save under very special circumstances and with the sanction of Government. Such indents should therefore be submitted with a statement of reasons explaining why their submission is necessary, and after scrutiny in the office of the Director they will be forwarded to the Press and Forms Department through the Revenue Department.

Supplementary or emergent indents for saleable forms or forms newly introduced or revised and ordered to be brought into use immediately will be complied with without any orders of Government and they will be forwarded after scrutiny in the office of the Director of Land Records and Surveys direct to the Press and Forms Department. Supplementary or emergent indents should not be submitted if it is possible to obtain the forms on loan from another office.

(*iii*) For each section of forms mentioned in rule 225, a separate indent should be submitted.

Dates of submission of indents.

233. Dates of submission of indents and other detailed information regarding them are given in Appendix F(1). No supplementary or emergent indents should be sent, which would reach the Forms Department between the 5th March and 1st April or the Stationery Office between the 28th February and the 15th April.

Mathematical instruments.

234. Mathematical instruments are supplied, repaired, adjusted and when no longer required, deposited in the Mathematical Instrument Office, 15, Wood Street, Calcutta. The necessary forms of indents for instruments and for their repair or deposit as well as the rules and regulations of the office are contained in Appendix F(2). Settlement Officers will obtain the price list of instruments from the officer-in-charge to whom all correspondence except the indents for instruments should be addressed. The same procedure will be followed by the Officer-in-charge, Bengal Traverse Party and Drawing Office.

Indents for Mathematical instruments.

235. Indents for instruments should be submitted in duplicate to the Director of Land Records and Surveys who will consider whether any articles are available from other settlements, and, if not, will send on the indent after countersignature. They should be submitted as early as possible and at least three months before the commencement of survey. Annual indents should be submitted before the 1st July. The budget head from which expenditure is to be met should always be indicated.

Power of Director of Land Records and Surveys to countersign indents for mathematical instruments.

236. The Director of Land Records and Surveys has power to countersign indents up to a limit of Rs. 1,000 for each item within budget limits. Any item the price of which exceeds that amount can be countersigned by the Revenue Secretary to Government.

Tents.

237. Indents for tents which may be purchased either from the Buxar Jail or from other places provided the quality is not inferior and the prices are lower, should be submitted through the Director of Land Records and Surveys in Forms 40 not later than the 1st June. The provision in the budget for the purchase of tents should always be indicated.

Examination of stock of tents and instruments before indent.

238. Before submitting his annual indent for tents or mathematical instruments, the Settlement Officer should depute an experienced officer to examine and report upon the existing stock. Care should be taken to see that both tents and mathematical instruments are properly stored during recess.

Furniture.

239. Office and camp furniture can be purchased locally or otherwise out of contingencies within budget provision.

Power of Director of Land Records and Surveys to purchase books, etc.

240. Subject to budget provision the Director of Land Records and Surveys is empowered to purchase books, newspapers and periodicals required for his own use and for the use of offices subordinate to him, provided that the cost of each item does not exceed Rs. 100. In all other cases the sanction of Government is necessary.

—to sanction purchase of articles of European manufacture and special contingencies.

241. Subject to budget provision the Director of Land Records and Surveys is empowered to sanction the purchase of articles usually classed as special contingencies—

(*i*) Purchase of tents, furniture, type or other press materials for the Survey and Settlement Departments up to Rs. 2,500 in each case and for each item and for other items including stores up to Rs. 500 in each case or for each item.

(*ii*) Articles of European manufacture for Survey or Settlement Department up to the amount prescribed in (*i*) above and subject to the conditions and limitations imposed by the rules in Appendix 2 of the Bengal Financial Rules (as revised by correction slip No. 214, dated the 16th June 1933) and in paragraph 116 of the Bengal Audit Manual.

—to sanction the purchase of typewriters, duplicators, etc.

242. The Director of Land Records and Surveys is empowered to sanction the purchase of typewriters and duplicators for use in his own office and in offices subordinate to him. The supply should be obtained from the Stationery Office.

Repair and disposal of typewriters.

243. If typewriting machines cannot be repaired locally, they should be sent when requiring repair to the Controller of Stationery. The head of an office shall make necessary arrangements for the disposal or sale of typewriters if they are condemned

after the usual examination by the local representative of the makers. The sale proceeds should be credited as departmental receipts.

244. Subject to budget provision the Director of Land Records and Surveys is empowered to sanction the purchase of elephants required for the public service up to Rs. 1,500 for each animal. Elephants required for major operations cannot however be purchased without the sanction of Government. Power of Director of Land Records and Surveys to sanction purchase of elephants.

Correction Slip No. 72.

Calcutta, the 8th August 1941.

Rule 245, page 63.—(*i*) In lines 10 and 11 for "Four orderlies" and "Two orderlies" *read* "Two orderlies" and "One orderly," respectively. *The correction should be made by hand.*

(*ii*) *Insert* the following at the end as a sub-paragraph :—

"A dak peon is entitled to the following articles of livery, every alternate year :—

(1) one pugri,

(2) one belt,

(3) one badge, and

(4) two pairs of putties."

The cost should not exceed Rs. 7 without the sanction of Government.

246. The purchase and issue of stores and books in the Survey Department and in the office of the Director of Land Records and Surveys is regulated by special orders of Government. Purchase and issue of stores and books in the Survey Department.

247. As a general principle, contracts for the supply of articles worth Rs. 250 or more shall be placed only after tenders have been openly invited, and in cases where the tender which is *prima facie* the most economical is not accepted, the reason for its non-acceptance shall be recorded. If any contract is placed Tenders for supplies.

(23) *Rule 247, page 63.*—For the words "Local Government" in the last sentence *substitute* the words "Provincial Government".

may be obtained through the proper channel as soon as possible.

248. In settlement offices all stores including instruments, furniture, etc., will be placed in charge of the Assistant Settlement Officer at headquarters. In the survey office they will be in charge of the Personal Assistant. Charge of stores.

249. In settlement offices, the Naxir will see that all stores, tents, instruments, etc., are kept in good order and will take all necessary precautions to prevent all avoidable loss or injury such as damage by white ants, etc. He will be held responsible for the value of any articles that may be damaged or destroyed owing to his disregard of ordinary precautions. A Settlement Officer may, however, by a special order place the storekeeper in immediate charge of all stores subject to the general control of the Naxir and to the supervision of the Assistant Settlement Officer Duties of Naxir or Storekeeper.

at headquarters. In the survey office a selected clerk who is designated Storekeeper is placed in charge of the store room and works directly under the control of the Personal Assistant.

Stock books.

250. The Nazir or Storekeeper, as the case may be, will keep stock books showing separately, (1) tents, (2) instruments, (3) furniture, (4) stationery, (5) forms, (6) medicine, and (7) books.

All books in the office of the Director of Land Records and Surveys are kept in a library in charge of an assistant designated the Librarian, who works directly under the control of the Personal Assistant.

Register of forms.

251. (1) An account of the receipt and issue of forms will be kept in Bengal Executive Form No. 108. Forms will on no account be issued till they are required for use. Each form and register will have its place on the rack, labelled and consecutively numbered.

Bound books.

(2) Before issuing any book or register in which printed page numbers are not given, the Nazir or Storekeeper will have the pages consecutively numbered and certify on the inside of the cover that this has been done after counting the number of pages the book or register contains.

Verification of stock of forms.

(3) A percentage of the forms to be fixed by the head of the office will be checked annually by a gazetted officer. The stock of saleable forms which should be kept separately should be checked once in six months.

Register of stationery.

252. Account of receipts and issues of stationery articles shall be maintained in the Bengal Executive Form No. 402 (vide Finance Department memorandum No. 61T.—Mis., dated the 14th May 1926). The recipient and issuer of stationery articles will put their initials in the columns provided for the purpose at the time of receipt and issue of stationery. At the same time the issuer will cancel the blank columns. The opening and closing balances will be struck monthly by the clerk in charge of stationery articles. The stock of stationery will be verified half-yearly by a gazetted officer, and a certificate to this effect, together with any remarks as to the defects which may have been disclosed, will be submitted to the head of the office concerned.

Register of postage stamp account.

253. An account of service postage stamps will be maintained in Bengal Executive Form No. 42. The unnecessary use of postage stamps of lower value when fewer stamps of higher denomination might be used should be avoided. (Government of India, Finance Department, letter No. 8101/15-194, dated the 25th September 1907.)

Stock book of instruments, furniture, etc.

254. A stock book will be kept in Bengal, Form No. 1148. In this will be entered every article belonging to Government with the date of its receipt, except forms, stationery and service postage stamp.

Rules for custody of forms and stock keeping.

255. The detailed rules of the Forms and Stationery Departments for the supply and custody of printed forms and stationery articles should be carefully observed in settlement offices. Waste of forms and stationery should be strictly avoided.

256. At the commencement of the field season every Circle Officer or Kanungo will be supplied with forms, stationery, furniture, instruments and other stock. If during the season any additional supply is required and indent in Form 41 which must be signed by the Circle Officer should be sent to headquarters. During recess requisitions for articles from the store room must be signed by officers-in-charge of sections, the same form being used with such modifications as may be necessary. If the Nazir or Storekeeper thinks that any requisition is extravagant, he will refer the matter to the Assistant Settlement Officer-in-charge of the stores. A Settlement Officer may direct that any requisition for stores must be made through this officer. Requisitions to be signed (Settlement).

257. In the Survey Department requisitions for stores other than forms must be signed by the officer in charge or any of his gazetted assistants. Requisitions for forms may be made by the head assistant or any officer in charge of a section. Survey.

258. The stock books fill be brought up to date each month and a balance struck; the balance in hand being shown in black ink. Balance to be struck.

The officer-in-charge of the store room will sign all the stock books after the balance has been struck on the second of each month.

259. No erasure or cuttings will be permitted. When the Storekeeper makes any wrong entry, he may correct it but the correction should be put up before the Assistant Settlement Officer for his initials. Erasure or cuttings prohibited.

260. The Storekeeper must take a receipt for all articles issued. If he fails to do so, he will be held responsible for the articles in case they are lost. Receipts to be taken.

The receipts should be taken in the stock book registers, if possible.

A sample form of receipt for instruments, etc., made over to amins is given in Form 42.

261. At the end of the recess the Storekeeper will see that all articles have been returned. In case articles are not returned the Storekeeper will send a list of such articles with their values noted against them to the officer-in-charge of accounts who will realise the values from the persons responsible. Realisation of value of articles not returned.

262. All articles as soon as they are received, or prepared should be entered in the stock book. All articles purchased from contingencies for permanent use should be entered in the stock books. The officer-in-charge of accounts should inform the officer-in-charge of the store room whenever such articles are received. All receipts will be entered in black ink and issues in red ink. Entries in stock books.

263. At the end of the field season and again at the close of the recess, all articles of furniture, instruments, tents and other stock should be counted and the results compared with the stock books. The officer-in-charge of the section should certify on the stock books that the count has been made. Stock to be taken.

Destruction or sale of unserviceable articles.

264. At the end of the field season, a list will be made of tents, instruments and all articles which have become unserviceable. They will be inspected carefully by the officer-in-charge of the section who will send a report to the Settlement Officer, noting whether the articles should be destroyed or otherwise disposed of and written off the books. The Settlement Officer will pass orders.

In the Survey Department, orders of the Director of Land Records and Surveys will be taken.

Responsibility of tour clerk, etc.

265. Tour clerks or Peshkars in the various circles or sections will be responsible for the return of all articles issued by them. At the close of each circle or section the clerk concerned must prepare under the orders of the officer-in-charge a list of all missing articles with the name of the persons responsible and steps must be taken to realise the value from the persons at fault.

Power of Director of Land Records and Surveys to write off irrecoverable losses.

266. The Director of Land Records and Surveys is empowered to write off the irrecoverable value of stores or public money up to Rs. 500 in each case provided that the loss does not disclose a defect of system, the amendment of which requires the orders of Government or that there has not been any serious negligence on the part of some officer or officers which might call for disciplinary action.

X723:(Z).262.N4
G5
98971

CHAPTER X.—Settlement buildings.

267. The rules about public buildings are to be found in (1) the Bengal Public Works Department Code, (2) the Bengal Financial Rules, and (3) Board's Miscellaneous Rules. These rules apply generally to settlement buildings. Public buildings.

268. Settlement buildings may, if approved by Government, be constructed and maintained departmentally subject to their cost not exceeding Rs. 5,000 in each case. But when a work is estimated to cost over Rs. 5,000 the execution of the same should ordinarily be entrusted to the agency of the Public Works Department. Where necessary, buildings may be rented for the use of the Settlement Department. Classes of Settlement buildings.

269. The Director of Land Records and Surveys has power to sanction expenditure on individual works up to Rs. 5,000. This does not apply to official residences which in all cases require the sanction of Government. Power of Director of Land Records and Surveys to sanction expenditure.

270. Buildings constructed and maintained departmentally are not borne on the books of the Public Works Department. Charges for the construction and repair of public buildings not borne on the books of the Public Works Department are budgetted for in the Civil Budget Estimates and recorded in the Civil books (*vide* rules 120 and 122 of the Bengal Audit Manual). Charges for departmental buildings.

271. Expenditure on construction and repairs executed departmentally should be adjusted as contingent expenditure of the settlement concerned so long as it does not exceed Rs. 2,500. No work, the cost of which exceeds this limit, can be considered as coming within the category of "Petty construction and repairs." Construction and repairs.

272. All buildings of which the cost is estimated to exceed Rs. 5,000 are constructed by the Public Works Department and borne on the books of that department. Charges for original works and repairs to such buildings are budgeted for in the Public Works Department budget and recorded in the Public Works Department accounts. Public Works Department buildings.

273. (*a*) All repairs to buildings borne on the books of the Public Works Department are ordinarily carried out by the agency of that department. Repairs to Public Works Department buildings.

(*b*) All petty works of construction and repairs, excluding electric, water supply and sanitary fitting works, in respect of buildings borne on the books of the Public Works Department up to a limit of Rs. 2,500 may be carried out by such civil departments in occupation of them as may prefer to make use of this procedure in carrying out such works in place of the agency of the Public Works Department provided that such works shall be executed in accordance with Public Works Department standard to the satisfaction of the Executive Engineer.

(*c*) The Settlement Officer is, however, responsible for all petty repairs to doors and windows including the replacement of broken glass of buildings in his charge. He shall make some person of his establishment answerable for the general condition of the

buildings in his charge including the glass in each room, and the fixtures; as also for guarding against the attacks of white ants; he is responsible for the cleanliness of the interior and the neatness of the exterior of the building, and of its surroundings, etc., and for keeping the rain water drain pipes and surface drains (where such exist) free from all obstructions. Charges for such items shall be debited to the contingent grant of the Settlement Officer.

Selection of sites.

274. (*a*) The selection of sites for settlement buildings shall ordinarily be made by a Committee composed of the District Officer as President, the Civil Surgeon, the Executive Engineer and an officer representing the Settlement Department as members. This Committee will be assembled by the District Officer at the request of the Executive Engineer. In outlying stations officers may, on their own responsibility, depute their subordinates to represent them on the Committee.

(*b*) The Executive Engineer will prepare a plan of the site selected and if the site is on land liable to be flooded, the highest flood level should be shown with reference to the general level of the site. He will forward this plan, with the proceedings of the Committee, after both have been countersigned by the members, to the Superintending Engineer of the Circle.

(*c*) If the officers composing the Committee are unable to agree as to the site proposed, the case should be decided by the Commissioner of the Division. A note of any objections made should be attached to the proceedings of the Committee. After deciding the case so referred, the Commissioner will communicate his decision and send the plan of the site approved by him to the Superintending Engineer and at the same time he will communicate his decision to the President of the Site Committee.

(*d*) The Superintending Engineer will, if he approves of the site and arrangements of the buildings, countersign the plan and forward it with the proceedings to the Director of Land Records and Surveys for countersignature and transmission to the Commissioner of the Division for his sanction and countersignature and return to the Executive Engineer. If the Superintending Engineer does not approve of the site or arrangement of the buildings he will discuss the matter with the President of the Site Committee, and if unable to agree, will forward the plan to the Director of Land Records and Surveys with his opinion.

(*e*) In cases where the views of the Director differ from those of the local authorities the matter should be referred for the decision of Government.

(*f*) In the case of important buildings the Director of Land Records and Surveys will, before countersigning the plan, send it to the Director of Public Health for opinion.

(*g*) Two plans are required. In addition to the block plan which shows the position of the subsidiary buildings with reference to the main buildings on the site selected, a small scale plan is required showing the position of the site with reference to its surroundings on north, south, east and west.

(*h*) No alteration in the relative positions of buildings on the site selected is permissible except with the authority of a fresh and properly constituted Site Committee.

275. Works on the Public Works Department books are divided into, (*i*) major works, i.e., works, the cost of which exceeds Rs. 10,000 and (*ii*) minor works, the cost of which does not exceed Rs. 10,000 — Major and minor works.

276. (*a*) All original works of construction must pass through the following stages:— — Stages of sanction.

(1) Preparation of a rough or approximate estimate and plan. (If the cost is below Rs. 2,500 detailed estimates may be prepared at the outset.)

(2) Administrative approval by a competent authority as laid down in paragraph 3 of appendix IV to the Bengal Public Works Department Code.

(3) Preparation of detailed estimates and plans and technical sanction to the estimate by a competent authority of the Public Works Department, and

(4) Provision and allotment of funds.

(*b*) The second stage alone concerns the initiating officers. It consists of the approval of a competent authority to a project of which the general scheme and rough estimate are placed before it, and no fund can be alloted and no action taken until this approval has been obtained. — Administrative approval.

277. The Director of Land Records and Surveys is empowered to accord administrative approval to expenditure on original works, other than residences, connected with departments under his control up to Rs. 5,000. He has no power to accord final or technical sanction to detailed estimates. — Power of Director of Land Records and Surveys to accord administrative approval.

278. All projects in excess of Rs. 5,000 and all projects in connection with residences require the administrative approval of Government in the Revenue Department. — Power of Government to accord administrative approval.

279. When proposals for initiating a Major Settlement are submitted to Government, the Director of Land Records and Surveys will ascertain in consultation with local officers whether accommodation is available for offices and residences and if necessary move Government in good time to accord administrative approval to building projects and to allot funds. If any building is to be erected, it should be considered whether any use can be made of it after the settlement is completed. — Arrangements for house accommodation in major settlements.

280. The procedure to be adopted in the case of minor works is laid down in Appendix IV of the Public Works Department Code; P.W.A. form No. 32 being used whenever suitable in the case of works costing not more than Rs. 2,500 (*vide* Rule 131, Public Works Department Code). — Original petty works costing less than Rs. 2,500.

Original works costing more than Rs. 2,500.

281. Procedure for obtaining sanction to a project is given below:—

(1) The Settlement Officer will obtain from the Public Works Department plans and estimates and it will be his duty to furnish full particulars as to the necessity and nature of the works and the accommodation to be provided.

(2) When the estimated cost is such that the project can be classed as a minor work, i.e., a work likely to cost Rs. 10,000 or less, the Settlement Officer may request the Executive Engineer or (where District Boards carry out work for the Public Works Department) the District Engineer to prepare plans and estimates.

In the case of a major work, i.e., a work likely to cost more than Rs. 10,000, the Settlement Officer will address the Superintending Engineer but before doing so, he will explain his proposals to the Director of Land Records and Surveys and will obtain the concurrence of the latter to a request for the preparation of rough plans and estimates. The object of this provision is that the Public Works Department shall not be called upon to prepare plans and estimates for major works without an assurance that the necessity for the work and the accommodation required have been considered and adopted by the head of the department and that there is a reasonable probablity of the work being taken up in the near future. By giving his concurrence to such a request the Director of Land Records and Surveys will not be considered to have expressed his final opinion on the scheme.

(3) On receipt of a requisition the Executive Engineer (or District Engineer) will prepare plans and estimates which should ordinarily be rough or approximate estimates. In the case of minor works, the estimate may be prepared in detail without a preliminary rough estimate, provided the Executive Engineer is satisfied that the work is likely to be sanctioned on the lines proposed and that the work is one which is likely to be financed in the near future.

(4) If the estimate is prepared by an Executive Engineer and does not exceed Rs. 10,000 it will be forwarded direct to the Settlement Officer. If the estimate exceeds Rs. 10,000 or if it has been prepared by a District Engineer it will be forwarded after approval of the Settlement Officer to Superintending Engineer who after such changes as he may consider necessary and countersignature will forward it to the Settlement Officer for obtaining administrative approval.

(5) If the estimate exceeds Rs. 5,000 or the project is in connection with a residence the Settlement Officer will countersign the project and forward it to the Director of Land Records and Surveys who will obtain administrative approval of Government. Every application for administrative approval should explain clearly the degree of urgency attaching to the project concerned.

(6) When administrative approval has been accorded and communicated to the Public Works Department of the Secretariat, that department will issue the necessary instructions for the preparation of detailed plans and estimates unless these have been

already prepared [*vide* paragraph (3)]. Such plans and estimates of a project administratively approved will not be prepared by the Executive Engineer without specific orders from the Chief Engineer who will obtain an assurance from the Finance Department that funds will be available before permission to prepare a detailed project is given.

If the amount of the estimate does not exceed Rs. 5,000 administrative approval will be accorded by the Director of Land Records and Surveys.

Settlement Officers desiring such works to be undertaken in the next financial year should therefore submit their proposals arranged in order of urgency so as to reach the office of the Director of Land Records and Surveys by 1st of July. On receipt of the schedules from the various settlement officers, the Director of Land Records and Surveys will, after a scrutiny of all the proposals, prepare a combined consolidated schedule arranged in order of urgency which should reach Government by 15th August every year.

(7) When the Director of Land Records and Surveys accords administrative approval to a project, he will countersign the report prefacing the estimate and the principal plans and will record his approval on the abstract of cost using the words "Approved for Rs....." over his signature. He will then return the approved plans and estimate to the Public Works Officers from whom they were received.

Petty additions and alterations to existing residence.

282. Projects for additions and alterations to existing residences costing not more than Rs. 200 will be submitted by the Director of Land Records and Surveys after countersignature to Government in the Public Works Department for administrative approval.

(*Vide* Appendix IV of the Public Works Department Code and rules 166-171 of the Bengal Financial Rules.)

Technical sanction.

283. Technical sanction to estimates is given by officers of the Public Works Department according to rules laid down in the Bengal Public Works Department Code (Appendix IV of the Bengal Public Works Department Code).

Rent—Power of Director of Land Records and Surveys to sanction.

284. The Director of Land Records and Surveys has power to sanction payment of rent on lands and buildings leased by Government up to a limit of Rs. 144 a year. Subject to (*a*) the existence of budget provision and (*b*) the condition that the necessity for renting a building will be attested by the Executive Engineer concerned.

He has also the power to sanction the renting of ordinary office accommodation within the following limits:—

When the accommodation is provided in a separate building.	Rs. 100 a month.
When the accommodation is provided in a building partly used as a private residence.	One-half of the total rent subject to a maximum of Rs. 45 a month.

Leases.

285. Contracts and instruments in matters connected with the lease or sale of land should be executed by the Collector or Deputy Commissioner, while those relating to house-building advances should be executed by the authority granting the advance. Contracts relating to leases of houses, etc., are executed by the Revenue Secretary.

Municipal or Cantonment taxes on Government buildings.

286. Payment of municipal or Cantonment taxes on Government buildings, whatever be their amount, may be sanctioned by the Director of Land Records and Surveys when such taxes have been assessed by competent authority and the assessments certified to as required by paragraph 21 (*c*) of Appendix 3 of the Bengal Financial Rules. If the Settlement Officer or Director considers that the assessment is excessive, the matter should be represented by him to higher authorities (*vide* rule 195 of Board's Rules. Also page 72 of the Bengal Audit Manual).

Erection of temporary settlement buildings and custody of settlement records before their final deposit in the Collectorate Record room.

287. (*i*) All settlement records should be kept, except for temporary purposes, in buildings constructed of non-inflammable materials.

(*ii*) There should be no temporary settlement sheds of buildings of any kind constructed of inflammable materials or roofed with thatch, mats or other inflammable substance, within 100 yards of a settlement record room, or if in the direction from which the prevailing wind blows during the dry season, within 200 yards thereof.

(*iii*) Settlement records can be kept in temporary settlement sheds, only while the muhorirs are actually at work, the records being taken by them from the settlement record room to the temporary sheds every morning and being returned to it by them every evening.

Protection of Government buildings from fire.

288. The rules for the protection of Government buildings from fire are contained in Appendix Z (2).

Periodical inspection of temporary buildings.

289. Temporary buildings should be examined periodically to ascertain their condition and the probable necessity for repairs.

Sanction of Public Works Department necessary to erection of buildings on Public Works Department land and to additions or alterations to Public Works Department buildings.

290. No buildings, irrespective of the funds from which the cost is to be met, should be constructed departmentally on Government land in charge of the Public Works Department without the previous sanction of that department. No additions or alterations should be made to the buildings borne on the books of that department and no new structure should be erected on land adjoining to such buildings without first obtaining the sanction of that department except to works and repairs in connection with sanitary, water-supply and electrical installations in Government buildings, residential and non-residential up to a limit of Rs. 2,500.

291. No religious relics or symbols shall be deposited or [illegible] Deposit of religious relics

(24) *Rule 291, page 73.*—For the words "Government land" in the first sentence *substitute* "Crown lands".

Such encroachments, if permitted, [illegible] the event of the land which they occupy being required for improvements or other purposes. Government land.

(25) *Rule 292, page 73.*—For the words "Local Government" *substitute* "Provincial Government". Buildings for public use.

293. Permanent public buildings whatever be their book value. constructed from provincial funds may be sold or dismantled Sale or disposal of public buildings.

(26) *Rule 293, page 73.*—For the words "Local Government" in the first sentence *substitute* "Provincial Government".

Ordinate authorities are regulated by Delegation Orders.

Temporary buildings erected during the construction of work, may be sold or dismantled, when no longer required with the previous sanction of the Superintending Engineer.

Part II.—Survey and Settlement Operations.

CHAPTER I.—Programme of Survey and Settlement Operations.

Programme in large settlements.

294. In large settlements the programme should ordinarily be as follows:—

1st year—Traverse Survey and preparation for settlement.

2nd year—Cadastral Survey (including proceedings in boundary disputes), erection of boundary marks, khanapuri, field bujharat, initial recess.

3rd year—Attestation, draft publication, disposal of objections under section 103A and scrutiny of the draft record (janch).

4th year—Preparation of the final record, maps and statistics.

5th year—Final publication with distribution of copies and recovery of costs, settlement of fair rents under sections 105 and 105A, trial of suits under section 106.

The preparation the final record, etc., should whenever possible be taken up in the third year and all the remaining operations accelerated. Preparation of a settlement rent-roll, when a settlement of land revenue is being made, is taken up after the disposal of objections under section 103A and the scrutiny of the draft record, but the preliminary enquiries and proposals should be made during attestation.

Programme in aerial survey.

295. When Cadastral Survey is done by aerial photography, the programme will be varied according to the circumstances of each operation under the orders of the Director of Land Records and Surveys.

Programme in small settlements.

296. In small settlements the programme should be compressed, *vide* the programme in Appendix T.

CHAPTER II.—Traverse Survey.

When required.

297. Traverse survey of boundaries and other necessary details usually precedes detailed survey of areas taken up for survey in:—

(*a*) Major settlement.

(*b*) Minor settlement.

(*c*) Municipal surveys.

(*d*) Diara survey when undertaken separately from major operations; such survey being one of the functions of the the traverse section of the Office of the Director of Land Records and Surveys, Bengal.

By whom and how conducted.

298. Traverse survey is ordinarily conducted by the Officer-in-charge, Bengal Traverse Party, under the Director of Land Records and Surveys, Bengal. He will supply the Settlement Officer by 31st July with a 1″ map showing the area traversed in the past season. It is the duty of the Settlement Officer to scrutinise the map carefully immediately on receipt so that any omission may be made good as soon as possible.

The Officer-in-charge, Bengal Traverse Party, will furnish the 16″ plots at the beginning of the field season and the extracts of Village Circuits Traverse Tables in Form 175 as soon after as is practicable. A rough 4″ plot of the traverse will accompany the 16″ plots.

In cases where Technical Advisors to the Settlement Officer run traverses to supplement the traverse done by the Officer-in-charge, Bengal Traverse Party, copies of their sets up together with rough 4″ plots should be sent to the latter officer for incorporation in the records of the original traverse survey.

In minor operations the Officer-in-charge, Bengal Traverse Party, should be furnished by the Land Revenue Settlement Officer with copies of the lists and maps prescribed by rule 318(*b*)-(*f*) before the commencement of travers survey. In small isolated areas in minor operations the Assistant Settlement Officer-in-charge may, with the approval of the Director of Land Records and Surveys, make his own arrangement for a traverse with the theodolite, or when this is not practicable, by any of the other approved methods. A description of these methods will be found in the "Technical Rules and Intsructions."

How initiated.

299. Except where a survey is directed to be made by Government, all requisitions for such work must be made by the District Officer to the Director of Land Records and Surveys, Bengal, Alipore, to reach the latter not later than 1st August of each year. When an operation is in charge of a Settlement Officer, the requisition will be made by him instead of by the District Officer. When a survey is required to be done by a Civil Court other than the High Court, the requisition will come through the District Judge.

Particulars to be given at the time of the requisition.

300. Every requisition should state the purpose of the survey, the manner in which the cost will be finally met, the position of the tract (to be shown on a trace of the thana map), the area as accurately as it can be determined and the time of the

year in which the work can be most conveniently done. It should be borne in mind that traverse survey cannot be carried out in diara areas until floods have receded, that high crops interfere with progress and that survey in urban areas can be conveniently carried on in the hot weather or even, if necessary, in the rains.

Deposit of the estimated cost by local body, etc.

301. No survey at the instance of a private party, or of a local body, or on the requisition of the District Judge, should be undertaken unless the estimated cost is deposited by the 15th September.

(a) Unit of Survey.

Unit of survey.

302. The village, according to the revenue survey, is to be taken as the unit of survey, as far as possible. The circumstances in which different units may be adopted, or villages formed, when there has been no revenue survey, are given in Appendix R and the procedure is given in rule 321. Settlement Officers should, by examining the thana maps, revenue survey maps and jurisdiction lists in July, in consultation with the Collector, prepare a list of the probable amalgamations that will be proposed under rule 225, in the block about to be taken up. In order to enable the Officer-in-charge, Bengal Traverse Party, to prepare 16″ plots accordingly, these lists should be sent to the Officer-in-charge, Bengal Traverse Party, by 1st August.

Municipalities.

303. In the case of municipalities the village, according to the revenue survey, will also be taken as the unit of survey. The boundary of the Municipality should, however, be shown on the final map, and its name both on the map and on the record.

Where no revenue survey village exists.

304. When there has been no revenue survey or previous survey determining villages, special proceedings under rule 321 will have to be drawn up before traverse survey commences.

Unit of survey for notified estates in minor operations.

305. In minor operations, when estates not forming compact villages are notified for survey and settlement, the boundary of the estate will be demarcated and surveyed according to possession. When circumstances demand it, the estate can be first demarcated and mapped according to some authoritative map, provided that the record and map shall be subsequently prepared according to possession.

Boundary disputes not decided at traverse stage.

306. Boundary disputes will not be decided at the traverse stage, but the boundary lines claimed by both parties must be demarcated and traversed, unless the disputed area is less than five Gunter's chains in width.

Where Revenue Survey boundary differs from existing boundary.

307. If it is found that the boundary according to possession differs from the revenue survey boundary by more than 5 Gunter's chains, both boundaries will be traversed.

(b) Demarcation.

Demarcation Major operations.

308. When a notification under the Survey Act or under Chapter X of the Bengal Tenancy Act is issued for any area, the Director of Land Records and Surveys will, if necessary, request

the District Officer to make arrangements for the temporary demarcation of village trijunctions, in accordance with a programme of dates for the completion of demarcation to be furnished by the Officer-in-charge, Bengal Traverse Party. The District Officer will then issue orders to chaukidars—

(1) to demarcate the true trijunction of each village in their jurisdiction with bamboo pegs before the date given for such village in the programme,

(2) to take charge of the permanent trijunction stones and other temporary marks when made over to them by the Traverse Surveyor, and to give receipts for them (see rule 372).

The District Officer will also cause dafadars to submit to him weekly reports through the panchayats regarding the progress of demarcation.

When the Bengal Village Self-Government Act, 1919 (V of 1919), is in force the Circle Officer will collect the dafadar's reports through the President of the Union Board, and be responsible to the District Officer for the work.

General proclamation.

309. Officer-in-charge, Bengal Traverse Party, will also issue general proclamations to all parties concerned in Form 22 for the demarcation of boundaries, etc. These notices are to be sent in duplicate to the District Officer for service in accordance with section 5 of the Survey Act, by dafadars under the supervision of the panchayat or the President of the Union Board, as the case may be, in the different villages at least a month before the Survey Party is expected to reach the village. The duplicate of the notice must be countersigned by the dafadar and returned by the District Officer to Officer-in-charge, Bengal Traverse Party, who should subsequently make it over to the Settlement Officer. The issue of this proclamation is obligatory when the operations are under the Survey Act.

Demarcation minor operations.

310. In case of minor operations the Officer-in-charge of the traverse survey will follow, where convenient, the procedure of the two preceding paragraphs, or will make his own arrangements for adequate demarcation and the issue of the proclamation. He should be provided whenever possible with 16″ maps having the area required to be traversed approximately marked upon them. When there has been a notification under the Bengal Tenancy Act, the proclamation will ordinarily be issued under the Bengal Tenancy Act and can be issued on the landlords personally or upon the patwaris and other headmen of the village. In the case of disconnected villages or estates copies of the notice in Form 22 should be issued also to neighbouring landlords.

(c) General.

When traverse should be done.

311. In major operations the traverse survey will usually take place in the season preceding the cadastral survey, except in areas on the banks of rivers liable to change, when both the traverse and

cadastral operations of the area liable to change should be conducted in the same year as soon as the water recedes and the subsequent operations completed as rapidly as possible. In minor operations the traverse survey will ordinarily immediately precede the cadastral survey.

Traverse in air survey.

312. Where cadastral survey is done by aerial photography, traverse survey will be conducted under special rules.

Scale of map.

313. The ordinary scale adopted for mapping purposes is 16 inches to the mile. In the case of municipalities or other special areas the Director of Land Records and Surveys and the Settlement Officer will decide whether the scale of 32 inches to the mile, or in exceptional circumstances, any larger scale should be adopted.

CHAPTER III.—Preparation for Settlement.

Preparation for Settlement.

314. In major operations the Settlement Officer's preparations for settlement, including cadastral survey, are made during or after the first traverse field-season, but in minor operations where cadastral survey usually follows traverse in the same field-season, the necessary preparations are made before the commencement of the traverse.

Agency.

315. The Director of Land Records and Surveys will determine in consultation with Government, if necessary, the agency by which a survey and settlement will be carried out.

Provision of survey instruments, etc.

316. The Settlement Officer will make all the necessary arrangements for the provision of survey instruments, forms, stationery, etc. He will make appointments to all posts within his own powers of sanction and make recommendations to the Director for appointments to posts on the subordinate establishment carrying pay beyond his own powers of sanction.

Lists of estates, etc., in major operations.

317. In the case of major operations, before the field-season commences steps should be taken for the preparation of the following:—

(*a*) Lists in Forms 163, 164 and 166 of estates and revenue-free properties with the villages in which they are found.

(*b*) Lists of estates and revenue-free properties in each village, in Form 167.

(*c*) Lists of Government and public lands in Form 165 and of other lands such as chaukidari chakran lands.

(*d*) Copies of the Collector's Registers showing particulars of proprietors' names and shares, with separate accounts, if any, for each estate or revenue-free property. For this purpose Form 43 should be used.

(*e*) A rough small-scale map of the season's area with, if necessary, a list of the villages under settlement.

In preparing the above lists, reference should be made to the existing jurisdiction lists, revenue survey volumes and the Collector's Register C to ensure that every village in the thana is accounted for.

It will be necessary to identify the villages mentioned in Register C with the revenue survey villages and to prepare a list of estates which have been partitioned since the Register was written in case Register C has not been kept up to date.

Lists of estates, etc., in minor operations.

318. In the case of minor operations, where the area to be surveyed is not clearly ascertainable, it is necessary to proceed as follows:—

(*a*) The copies of the Collector's Registers showing details of proprietors prescribed in sub-section (*d*) of the preceding rule must be prepared.

(*b*) The list of villages prescribed in sub-section (*e*) of the preceding rule must be prepared with approximate areas (*vide* also rule 298).

(*c*) The villages or areas under settlement should be marked on a jurisdiction map or, if there be no jurisdiction map, any other small-scale map (*vide* also rule 298).

(*d*) When the survey operations are to be undertaken in a zamindari estate or Ward's estate, the proprietor or the Manager of the estate should be required to file a list of villages with specification of areas (approximate if not

(27) *Rule 318(d), page 81.*—For the word "Government" in the second sentence *substitute* "Crown" by the Assistant Revenue Settlement Officers in consultation with the Collector.

(*e*) If the villages, as known locally or as shown in the landlord's rent-roll, are not identical in area and name with the villages of the revenue survey and of the Collector's Register C, the list should show in parallel columns the names and areas as recorded in the revenue survey maps and in the Collector's Register C.

(*f*) If only a part of a village is to be surveyed, the name of the estate, with its tauzi number comprising the lands to be surveyed, and any information available as to the situation of such lands in the village, should also be entered in the list.

(*g*) Where it is decided to start the operations from the stage of bujharat or khanapuri or where wholesale traverse is not needed, a list of villages with Jurisdiction List Numbers and names of police-stations, should be sent to the Director of Land Records and Surveys with a request to have "Blue print" copies of the last settlement map prepared. Where there have been more surveys than one in the village, care should always be taken to indicate clearly the particular survey of which the maps are wanted. Unless there is specific order of the Director of Land Records and Surveys to the contrary, two copies of the blue print should be supplied to the Settlement Officer.

319. In all operations, where there are reliable thak maps, traces for the [illegible] Copies of previous maps.

(28) *Rule 319, page 81.*—For ... ey during the following field- ... ment and temporarily- sentence *substitute* the word "Cro... ...pared of previous maps for the purpose of comparison.

320. Before district or major operations ...mence, steps should be taken to locate all areas previously su... ...ed under the Bengal Tenancy Act lying within the district or ... under the operations. Unless definite orders have already ... received regarding the re-survey of such areas the state of the ... naps and records should be examined, and, if necessary, the o... ...vey and khanapuri tested. A report should then be made ... arly as possible to the Director of Land Records and Surveys ...ng the value of the old maps and records, and the reasons in ea... ...se for a fresh or revisional survey and settlement or for on... the Previously surveyed areas.

areas altogether. Small previously surveyed areas, unless they can be conveniently omitted from the operations, will usually be included within district operations.

Formation of settlement villages.

321. On receipt of the traverse plots from the Director of Land Records and Surveys, the Settlement Officer will direct the necessary formal enquiries to be made at the very earliest opportunity for the formation of settlement villages under rule 49 (*2*) of the Government Rules. The Collector should be consulted and given an opportunity of suggesting any modifications of the units proposed to be adopted by the Settlement Officer or of the revenue survey unit which appears to him necessary. A separate proceeding should be drawn up by the Revenue Officer-in-charge of the cadastral survey of the area for each new settlement village in his area containing the reasons for the proposal; notices should be issued to all parties concerned, and after the objections, if any, of the parties have been considered and such local enquiry held as the Revenue Officer may consider necessary, an order should be passed determining the area proposed to be treated as a unit of survey and settlement village and the proceedings submitted to the Settlement Officer through the Charge Officer for orders. The Settlement Officer will then submit his proposals to the Board through the Director of Land Records and Surveys. The report to the Board should be submitted at the earliest opportunity and in any case before the field-season closes, together with draft notifications under section 3, clause 19 (*b*), Bengal Tenancy Act, and section 3, clause 7 (*b*) of the Land Registration Act, VII of 1876, in order that orders may be received at the latest before attestation commences, accompanied by the following form:—

According to Revenue Survey (if any) of 8.....			Villages adopted under Government Rule 49(2).			Remarks.
Name of mauza.	Revenue Survey No.	Area in acres.	Name of village.	Thana No.	Area in acres.	
1	2	3	4	5	6	7

The report should contain an abstract of the reasons for the formation of the new units as villages, of the objections of landlords or tenants and of the method of their disposal.

When the proposals have been approved by the Board, the Settlement Officer will prepare an abstract in the above form for each police-station. This together with the proceedings will be made over to the Collector at the conclusion of the Settlement.

Constitution of villages in revision settlement.

322. In revisional operations the Settlement Officer will take orders whether the units of the previous survey will be maintained. If the Settlement Officer considers that any new units should be formed by the amalgamation or subdivision of previous settlement villages, the procedure given in rule 321 should be followed.

Check of traverse plots.

323. The Settlement Officer should also check the traverse plots received with his list of villages, to see that he has received plots for the whole season's programme.

System of notation of shares.

324. In district operations the Settlement Officer will ordinarily employ the system of notation of shares, which has been adopted in the record-of-rights of all districts of the Dacca Division and also in Rajshahi, Pabna, Jessore, Nadia, Bankura, Tippera and Noakhali, namely—

One anna = 20 gandas	One kara = 3 krantis.
One ganda = 4 karas.	One kranti = 20 tils.

In the interests of uniformity it is desirable that this system should eventually find its way into the Land Registration records of all Collectors. If in any district where it is not already in force the Settlement Officer in consultation with the Collector is of opinion that there are well-founded objections to its introduction, he will report the case for the orders of the Board through the Director of Land Records and Surveys.

Registration of amins.

325. Before the field-season commences arrangements will be made for the recruitment by advertisement in the Gazette or otherwise of amins and Inspectors, if any, and for the training (*vide* rule 196) of amins, if necessary. Names of amins and Inspectors, if any, will be registered in a descriptive-roll (Form 47). Each amin will be given a number. Inspectors and amins may be required to give security to the amount of Rs. 50 and Rs. 20, respectively, a register being kept in the prescribed form (Form 46). These amounts will be deposited in the post-office.

Preliminary arrangements for survey.

326. Arrangements should also be made beforehand for setting apart the tents, equipment, forms, stationery, etc., of each officer in order to secure an orderly distribution.

Ordinarily proclamations under section 5 of the Survey Act will have been served by the Traverse Party and duplicate copies will have been furnished to the Settlement Officer. Where this has not been done fresh proclamations under the above section or under the Bengal Tenancy Act should be issued.

Revision Settlements.

327. In revision settlements, ordinarily no traverse is necessary and provided the original survey is good work will generally start from the stage of khanapuri or of field bujharat of the record on a blue print copy of the map which will be obtained in accordance with rule 318 (*g*). The necessary copies of the original maps and records if not available in the Collectorate record-room should be prepared before the operations commence. Where however a separate copy was prepared at the original Settlement, this will not be necessary.

Crop-cutting experiments.

328. The Settlement Officer will arrange in communication with the Director of Agriculture to make a reasonable number of experiments with paddy and other important crops, which are cut in the field-season, and of which there is an extensive cultivation. The number of cuttings to be made per 100 square miles should be settled in consultation with the Director of Agriculture, from whom copies of the instructions can be obtained.

Relations between Settlement Department and the Collectorate record-room and Khas Mahal Department.

329. (1) Easy access to the record-room should be allowed by Assistant Settlement Officers on the

(29) *Rule 329(3), page 84.*—For the word "Government" in the first sentence *substitute* the word "Crown".

(2) In every case in which the interests of [illegible] involved, the Collector should be asked for any papers which may throw light on the case. Such papers, when possible, should be made over in original and without delay.

(3) In Government estates and temporarily-settled estates the following rules will be observed:—

(*i*) The Collector will hand over to the Settlement Officer all the estate papers including a copy of the rent-roll;

(*ii*) the Settlement Officer will arrange for an examination of all discrepancies between the settlement record and those papers. He will dispose of such discrepancies or submit them to higher authority for orders, in accordance with law or rule, and in case of doubt or in cases not provided for by law or rule will consult the Collector;

(*iii*) the Settlement Officer will invariably consult the Collector on matters affecting management, e.g., arrangement of kists, amalgamation or partition of tenancies, renewal of temporary leases and the form of leases;

(*iv*) the Collector will make arrangements for the Khas Mahal Staff to give adequate assistance to the Settlement Officer during the operations;

(*v*) the Settlement Officer will inform the Collector in due time of the different branches of work in the different estates to be taken up in the field season; he will inform the Collector when the attendance of the Khas Mahal Staff (or of [illegible]) is required. Such [illegible] asked for as a matter [illegible] ordinarily only be required [illegible] difficulty over the discrepancies [illegible] (*ii*) or when there is a dispute regarding boundary or title between Government and its tenants or neighbouring estates. The Collector may, however, order the attendances of any of his staff at any time he considers necessary (see rule 403).

CHAPTER IV.—Organisation of Headquarters Office.

Organisation of Headquarters Office.

330. The headquarters office works under the direct supervision of the Assistant Settlement Officer at headquarters. It is usually divided into five departments in major operations:—

Correspondence and Reference Section under the Head Clerk.

Accounts under the Accountant.

Nazarat under the Nazir.

Record-room under the Record-keeper.

Sarishta under the Peshkar.

When work is in full swing, *i.e.*, in the third and fourth years of a settlement, there will ordinarily be one or more Assistants in the first four departments. It is convenient for the same person to act as Head Clerk and Accountant. The permanent staff will also include a Head Draftsman and, if necessary, a Head Estimator, who in addition to his duties in the Area Section should be made responsible for the preparation of all fortnightly, monthly or annual returns and the performance of other miscellaneous duties.

In small operations one clerk will ordinarily suffice for all these duties. When the budget does not permit of the employment of such a clerk, the work will be done by a Collectorate clerk.

Security of ministerial officers.

331. In major operations the headquarters ministerial officer who acts as cashier will give security of Rs. 250, the Nazir, if he is not cashier, of Rs. 100, and the Store-keeper, when one is appointed, of the same amount. They will execute bonds as prescribed by the Board's Rule (*vide* also rule 204.)

Duties of Assistant Settlement Officer, Headquarters.

332. (1) The Assistant Settlement Officer at headquarters will deal with all references and requisitions from camps. He will see that all petitions, cases, returns and indents are submitted duly (calendar of the returns, etc., due from the Settlement Officer is given in Appendix G), that correspondence is dealt with promptly, that the work of the record-room is organised methodically, that copies are granted with clarity and that peons are fully employed. He should make frequent inspections of the office and should verify the stock in the Nazarat at least twice in the year. He will check the accounts according to the rules of the Bengal Audit Manual, the Bengal Financial Rules and the Civil Account Code, and will retain one key of the double-lock safe. He must guard against the opening of unnecessary registers and the increase of clerical work.

Section Registers.

(2) In sections of the work where a large staff either on contract or fixed pay is employed the following registers, adapted to the conditions of the section, are normally required:—

(1) Attendance Register.

(2) General Register in which will be shown the movements, distribution and progress of a record, etc., from the time it enters the section till it leaves it, with names of persons working on it with dates.

(3) Register of individual work, showing daily the work done by each muharrir, etc., in each branch of the section.

(4) Progress Register showing the total work done daily in each branch.

(5) Diary of muharrir, etc.

(6) Account Register, showing the work done by each muharrir, etc., on contract during the month, the payment for it and fines; and

(7) Dák Register.

In small sections the number of these registers should be reduced; when convenient (3) and (4) should be combined. Samples of Registers (2), (3), (4) and (6) will be found in Forms 97, 98, 99 and 101 or 109.

Section accounts.

(3) The officer in charge of each section will be responsible for the accuracy of the contract payments made. Ordinarily only villages in which the work is finished will be taken into account in making up the accounts of the month, which will be prepared from the registers. He will check a proportion of the payments entered in the accounts and will always check the total payment for the month against the total work done in finished villages. The payments will be made by the officer in charge. He will then sign a certificate that the accounts have been properly prepared and payments properly made. When the work of the section is complete, the cost of the section on the total work done will be calculated and compared with the total actual expenditure as obtained from the working bills [*vide* Rule 104 (*d*)]. The result will be communicated to the Settlement Officer.

Distinction between contract and fixed payments.

(4) It should be remembered that work involving check, comparison, or supervision should be paid for, not by contract, but by fixed payments per month, though the actual work of computation, compilation, composing, survey, etc., may be paid at contract rates.

Duties of Head Draftsman.

333. In addition to his duties in connection with the Drawing Section, the Head Draftsman will attend to the preparation of maps, thak traces, jurisdiction maps, all references relating to the above, to the plotting of missing traverse stations, the supply of 16″ sheets, etc. He is subordinate to the Technical Adviser.

Duties of Peshkar.

334. The Peshkar acts as the Settlement Officer's Bench Clerk and puts up all records and petitions. He will be in charge of the general registers of boundary disputes, appeals, etc. He will keep the Court-fees Register, Register of miscellaneous petitions, and similar registers, and will submit all returns other than those relating to accounts, unless this is done by the Head Estimator. He will also supervise the special copying section, if any, for granting copies in recess of records received from the field. In the first year of a settlement, where there is no pressure of work, it may be possible for the Record-keeper to discharge the work of Peshkar in addition to his own.

Duties of Record-keeper.

335. The Record-keeper is in charge of the Record Room. He must see that in no circumstances are records issued without

entry in the registers, and receipts from the persons concerned. The copyists will work under the control of the Record-keeper, but he should not allow them to have access to the Record Room. Sample registers are given in Forms 48 to 51.

336. The Nazir is in charge of all Government property at headquarters. He is responsible for seeing that all property issued

Duties of Nazir.

(30) *Rule 336, page 87.*—For the words "Government property" in the first sentence *substitute* the words "property of the Crown".

peons allotted for this purpose, and will also be in charge of service rolls and security deposits of amins, etc.

337. Money should not be sent through peons if the amount exceeds Rs. 50. It should be sent by insured post from headquarters to Circle Officers who will be responsible for disbursing it. When money is sent by insured post, a gazetted officer should put the contents into the cover which should be sealed in his presence and the seal itself should remain in the custody of the gazetted officer.

Method of remittance of money.

Payments to amins or muharrirs, who are no longer working in the settlement, should be made by postal money order from headquarters.

CHAPTER V.—Cadastral Surveys.

Cadastral survey.

338. Cadastral survey is normally based upon detail furnished by traverse survey, and is conducted by the Settlement Officer.

Detailed rules for cadastral survey will be found in the Technical Rules and Instructions.

General organisation.

339. In major operations the area to be surveyed will be divided into circles the average size of which is ordinarily 80 square miles. Each circle will be in the charge of a Revenue Officer, called a Circle Officer, who may also be vested with the powers of an Assistant Settlement Officer. He will have under him about seven kanungos, who will each supervise the work of seven or more amins. A separate halka or sub-circle will be assigned to each kanungo. In district operations a Technical Adviser will be attached to the cadastral party, and there will usually be one or more Assistant Settlement Officers in charge, called Charge Officers, who will supervise the work of Circle Officers. In minor operations, a single Revenue Officer, assisted by one or more kanungos, or, with the sanction of the Director of Land Records and Surveys, by inspectors, will supervise the work. The number of amins in a halka should never exceed 12.

Duties of kanungo or inspector.

340. The kanungo or inspector is primarily responsible for the progress and quality of the work done by the amins in his halka, both during survey and khanapuri, and for the proper check or "partal" of the work.

Duties of Circle Officers.

341. The Circle Officer will be in charge of the whole operations in his circle up to the end of field bujharat. He is responsible for the proper organisation of his circle as well as for the progress and quality of the work.

Duties of Technical Adviser.

342. The Technical Adviser will be employed on the following duties:—

(1) Cadastral survey.

(2) Sixteen-inch mapping, including boundary comparison and general finish of maps.

(3) Area extraction.

(4) Reduction for jurisdiction map work and compilations of 4-inch maps.

(5) Miscellaneous work connected with survey and mapping.

He will be in charge of the Drawing Office throughout the year, but during the field-season he is expected to spend the major portion of his time in touring and inspecting the work in the field. He should not be employed on duties unconnected with survey.

Technical Adviser's relation with other officers.

343. The Technical Adviser will bring to the notice of the Circle Officer all defects which demand attention, including inadequate partalling and defective inspection by kanungos or inspectors in the circle concerned. These reports will be submitted by the Circle Officer to the Charge Officer. Similarly, the

Technical Adviser will bring to the notice of the Charge Officer all important defects running through different circles, and particularly inadequate partalling or defective inspection on the part of the Circle Officers. These reports will be submitted by the Charge Officer to the Settlement Officer.

Power of Technical Adviser.

344. The Technical Adviser will have full power to pass direct orders on professional cadastral matters covered directly by technical rules. Notes for orders on such subjects will be disposed of by him in direct communication with the Circle Officers. Where the subject matter of the reference is not, however, covered by the rules, or it is desirable that a general order should issue, he will forward the note for orders with his opinion on it to the Charge Officer, who will take action to communicate the necessary orders. In all such matters the opinion of the Technical Adviser should ordinarily be accepted. If, however, the Charge Officer disagrees on any point, he will refer the matter to the Settlement Officer, who will, in matters of importance, if he also disagrees with the Technical Adviser, consult the Director of Land Records and Surveys. The Technical Adviser will have the same powers as regards amins and as regards the rejection of sheets as the Circle Officers, but all fines, etc., must be reported to the Circle Officers.

Technical Advisers.

345. Technical Advisers are expected to pay particular attention to the work of junior and inexperienced officers and kanungos and to help them by practical demonstration of the proper methods of survey and survey inspection.

Technical Adviser's diary.

346. The Technical Adviser will keep a diary in Form No. 52, which the Settlement Officer will forward with his remarks so as to reach the Director of Land Records and Surveys on the 10th of each month.

Relation with Director of Surveys.

347. Copies of general circulars on technical survey matters should be sent to the Director of Land Records and Surveys.

Confidential reports.

348. At the end of the field-season the Charge and Circle Officers will submit confidential reports on the work of the kanungos, and the Circle Officers and kanungos on the work of amins and of amins' muharrirs, who seem suitable for promotion as amins after further training.

District and provincial boundaries.

349. All district boundaries have been notified by Government at one time or other. When two adjoining districts are under survey, the Settlement Officers of the two districts should, in communication with each other, arrange to survey the notified boundary so that the maps of the two districts agree. In the event of one district coming under survey after the completion of the survey of the adjoining district, the Settlement Officer should respect the boundary of the district first surveyed, unless it be inconsistent with the topographical features of the country, in which case he should report the case for orders. But if the parties concerned are agreed that the boundary laid down at the time of the previous survey is incorrect, as regards actual possession, and consent to the specific correction proposed either by

themselves or by the Settlement Officer, the necessity for altering the district boundary should be reported through the Director of Land Records and Surveys to the Commissioner of the Division. When a district boundary is also the boundary of the province, the orders of Government, if necessary, should be taken as to the line to be followed.

When ever it appears during the survey that the notified district boundary cannot be followed, proposals for altering the district boundary should be submitted with detailed reasons through the Director of Land Records and Surveys to the Commissioner of the Division.

Survey of lands belonging to public bodies.

350. Before surveying lands in the possession of, or contiguous to, the property of any public authority, or of a Railway Company, or of any other public body, care should be taken to serve a special notice upon such authority, company or body. Such notice should indicate the probable date of survey and should ask for the deputation of an agent to point out the correct boundaries of such lands.

Survey of cantonments.

351. In case of any survey which includes any portion of the boundary of a cantonment, the boundary should be marked by a series of straight lines drawn from one cantonment boundary [illegible] authorities for information and scrutiny. As maps exist for all cantonments, it is best to obtain these and follow them closely where their boundaries are consistent with the last notification.

(31) *Rule 351, page 90.*—For the words "local Gazette" in the first sentence *substitute* the words "Official Gazette".

CHAPTER VI.—Boundary disputes.

Boundary disputes.

352. Village boundary disputes will be dealt with under Part V of the Bengal Survey Act (B.C.) of 1875. They can only be decided according to possession, unless they are compromised. In addition to determining the boundary of the village according to possession, it is necessary under section 44 of the Survey Act to relay and show on the map the boundary as previously determined by any court of competent jurisdiction or if no such determination has been made by such a court, the boundary as laid down in the course of any previous Revenue Survey or Settlement. A decision under section 41 of the Survey Act is equivalent to an order of the civil court declaring possession. As regards relay of boundaries by the Collector under section 45 of the Survey Act, rule 732 (*g*) with the note should be seen.

Procedure for deciding village boundary disputes.

353. During cadastral survey an enquiry should be made by the Circle Officer into village boundary disputes and a preliminary order should be passed by the Settlement Officer or Charge Officer as to how the cadastral survey and Khanapuri should be carried out. The final order on the boundary dispute will be passed at attestation, after the Attestation Officer has instituted a further enquiry. Detailed rules will be found in the Technical Rules and Instructions of the Settlement Department.

Alternative procedure of deciding village boundary disputes during cadastral survey.

354. As an alternative procedure to that given in the preceding rule, Assistant Superintendents of Survey may, with the sanction of the Superintendent of Survey, admit and finally decide boundary disputes during cadastral survey. In this case, however, only selected officers should be allowed to decide disputes involving areas of over 20 acres. Officers not so empowered or revenue officers not empowered under the Survey Act should, however, make the necessary enquiries and submit the records to the Cadastral Charge Officer or Superintendent of Survey for the final order.

Appeals.

355. Appeals from the decisions of Assistant Superintendents of Survey lie to the Superintendent of Survey and no further appeal lies. Appeals from original orders of Superintendents of Survey lie to the Commissioner of the Division.

Power of supervision and control.

356. The terms supervision and control used in section 58 of the Bengal Survey Act (Bengal Act V of 1875) have been described as follows by the Legal Remembrancer:—

"The fact that a superior authority is vested by any Act of the Legislature with general powers of supervision and control over the proceedings and orders of subordinate officers does not of itself confer upon a party to a case or proceeding any right of appeal to such superior authority, or any right to the exercise by such authority of revisional jurisdiction, in respect of orders passed by subordinate officers, though such officers may have come to a wrong conclusion by reason of error of law or error of fact. Powers of control and supervision are discretionary, and superior

authorities exercising such powers are not ordinarily disposed to interfere except in the following classes of cases—

(1) where a subordinate officer has improperly refused to exercise a jurisdiction vested in him;

(2) where such officer has acted without jurisdiction;

(3) where such officer in the exercise of his jurisdiction has signally failed in his duty; or

(4) generally where it is necessary for the purpose of preventing gross abuse or gross injustice."

Boundary marks.

357. Attention is drawn to sections 41 and 46 of the Survey Act, which authorise the erection of boundary pillars to mark permanently boundaries determined after dispute.

Boundary disputes between Government and zamindary estates.

358. When a zamindary estate has encroached on a Government estate, the boundary and internal detail of only the lands of which Government is in actual possession will be surveyed, when only the Government estate is under survey and settlement. The boundary up to which it is claimed that the ownership of Government should extend, will, however, also be relaid and shown on the map, with an explanatory note to the same under section 44 o r 45 of the Survey Act. The Settlement Officer will obtain evidence for the assertion of the claim in the Civil Court. In such cases no demand of land revenue can be properly enforced until the claim to ownership has been decided or admitted in favour of Government.

Boundaries to run along *ails*.

359. In relaying boundaries and in fixing boundaries by compromise, the Assistant Superintendent of Survey should, where possible, cause the boundaries to run along the *ails* of fields and not across them.

Procedure under the Regulations.

360. In surveys and settlements under Regulation VII of 1822, the procedure described in the foregoing rules is to be followed, as far as possible, for the settlement of boundary disputes. The Setlement Officer in deciding disputes is also to follow the provisions of section 14 clause 4 of that Regulation. The Settlement Officer has full power to summon witnesses and to record evidence under section 19, Regulation VII of 1822, and sections 12 and 13, Regulation II of 1819.

Procedure in boundary disputes in temporarily-settled private estates.

361. (*i*) In tracing the boundaries of a temporarily-settled estate, the property of private individuals, which has become open to a resettlement of the land revenue, the Settlement Officer may find a boundary dispute existing between the holder of such estate and the holder of an adjoining estate, each claiming the ownership of the disputed tract of land.

(*ii*) In such a case the Settlement Officer will first satisfy himself whether the disputed tract is, or is not, liable to assessment.

(*iii*) If the tract forms part of an area which is covered by the existing assessment on an estate of which the settlement is not actually open to revision, or if it forms part of a revenue-free property, the tract cannot be liable to assessment. In that case the Settlement Officer will merely record his finding to that effect as the reason for taking no further notice of the disputed tract in his proceedings.

(*iv*) But if the tract does not form part of any such area, it will be liable to assessment to land revenue and the question will be what party shall be called on, or admitted, to enter into the settlement engagement. In order to determine this, the Settlement Officer will proceed under the powers vested in him by section 19 and other sections of Regulation VII of 1822 and by Regulation II of 1819 and the Bengal Tenancy Act, to ascertain which of the claimants is *de facto* in possession as owner.

(*v*) Should he find that such possession is held by A the owner of the estate under resettlement, the Settlement Officer will treat the disputed lands as a portion of A's estate for the purposes of resettlement.

(*vi*) If, on the other hand, the Settlement Officer finds that in [illegible] possession, he will leave the disputed lands out of account.

(*vii*) But the fact of A having allowed himself to be dispossessed of such lands by B is no sufficient reason for the Settlement Officer's allowing the lands to remain unassessed to the land revenue, which is payable to the State. He should, in such cases, proceed under the first proviso to clause 9, section 10 of Regulation VII of 1822, to obtain the sanction of the Commissioner of Revenue (who now, under Regulation I of 1829, exercises the powers of the Board in this matter), to his making a separate settlement of the lands in question with the party occupying them as owner, and to his constituting such lands as a separate tauzi estate, separately answerable for the land revenue demand to be assessed upon it, and separately borne on the general register of revenue-paying lands.

(*viii*) On receipt of the Commissioner's sanction the Settlement Officer wil call on B, the *de facto* owner, to enter into an engagement for the land revenue which may have been assessed on the lands; and if he fails to do so, the Settlement Officer may proceed as provided in section 3, Regulation VII of 1822, in the case of recusant proprietors, the person whom the Settlement Officer calls on to engage for the land revenue being looked upon as the proprietor *prima facie* entitled to the malikana allowance under clause 2, section 5 of the Regulation.

(*ix*) Whether the party called upon to engage refuses to accept the settlement engagement, or accepts it under protest, it will be open to him, if not satisfied with the proceedings of the revenue authorities imposing an assessment on the land to institute a civil suit for the annulment of the proceedings.

(*x*) Should the Settlement Officer after acting in accordance with the above instructions, be made a party to any civil suit between the rival claimants to the ownership of the lands, it will only be necessary for him to plead that he has acted strictly in accordance with the settlement law, and has done no act tending in any way either to maintain or to disturb the possession of either party (*vide* the case of the Collector of Murshidabad *versus* Rai Bhunput Singh Bahadur, reported at page 55, Volume XV, Bengal Law Report).

CHAPTER VII.—Erection of marks, boundary and special.

Boundary marks.

362. Boundary marks are either temporary or permanent.

Temporary boundary marks.

363. Under section 14 of the Bengal Survey Act the occupants of land under survey can be directed to demarcate by temporary marks, such as pegs, mounds of earth, etc., the boundaries of any land or village it is necessary to define for the purpose of such survey and to maintain such marks. If the order is not complied with, the order can be enforced under the Bengal Survey Act or the demarcation and maintenance can be undertaken by the Survey Officer and the cost thereof realised under sections 16, 18 and 57 of the Bengal Survey Act.

Permanent mark.

364. Permanent marks are of two descriptions:—

(1) Marks erected to show the tri-junction points of villages (in proceedings under the Bengal Tenancy Act, permanent marks will, under section 50 of the Government Rules, ordinarily be placed at such points), called "tri-junction" marks and represented on the map by A. Signs for other marks are given in the table of conventional signs for use in the settlements of Bengal (Form 174).

(2) Marks erected for a special purpose, *e.g.*, demarcation of [illegible] called [illegible]

(33) *Rule 364(2), page 94.*—For the word "Government" *substitute* the word "Crown".

This sign will also be used for [illegible] marks for which there is no special conventional sign.

Type of mark.

365. (*a*) The marks erected at tri-junction points should be stones two feet long, cut for a length of six inches at the top into a prism of triangular cross-section, each side of the triangle being five inches in length. The marks erected for special purpose should be stones two feet long, cut for a length of six inches at the top into a prism of square cross-section, each side of the square being five inches in length. The stones should be embedded to a depth of 18 inches.

(*b*) In special cases, however, special marks should be used, *e.g.*, in the demarcation of—

(*i*) a district boundary substantial brick-pillars should be erected;

(*ii*) reference points in diara areas heavy pillars should be erected; or

(*iii*) land on the bargadagi system T steel or iron rods, or ferro-concrete pillars (*vide* Appendix Q) should be used.

Proceedings not under the Bengal Tenancy Act.

366. When the operations are not under the Bengal Tenancy Act, permanent marks, both tri-junction and special, can be erected and maintained and the costs recovered in accordance with Part III and section 46, Part V of the Bengal Survey Act.

367. When the operations are under the Bengal Tenancy Act, tri-junction and special marks will be erected by Government and the cost of their erection and maintenance realised under section 114 of the Bengal Tenancy Act as part of the costs of the proceedings. The costs of special marks can also be recovered under the Bengal Survey Act. Operations under the Bengal Tenancy Act.

368. The following rules apply particularly to major operations, but should be followed so far as practicable in minor operations. Procedure in major operations

369. The Traverse Surveyor will utilise the true tri-junction point as a traverse station and will embed a stone prism at that point. When the traverse tri-junction differs from the true tri-junction, he will embed it at the traverse tri-junction. Location of tri-junction marks.

370. The only occasions on which the true tri-junction cannot be used as the traverse tri-junction are— Location of tri-junction marks.

(i) when it occurs in rivers or inaccessible or unstable places;

(ii) when it occurs on roads, railways or canal embankments.

371. When the true tri-junction— Particular cases of location.

(1) occurs in the middle of a stream or railway, etc., more than three chains wide, marks should be embedded at points on both sides;

(2) is disputed, the Traverse Surveyor will embed no permanent marks, but will use both disputed points as traverse points.

372. Each Surveyor will maintain a register of all his marks, both permanent and temporary, in the following form:— Delivery of charge of marks to chaukidar. Register of marks and receipt of chaukidar.

Thana.....

Circuit..... Sub-Circuit.....

Serial No.	Village forming tri-junctions with revenue survey numbers.	Remarks. (i.e., reasons if stone not in true tri-junction and disputes).	Nature and number of temporary marks.		Signature or thumb impression of chaukidar.
			Traverse.	Sub-traverse.	

The Surveyor will hand over the marks to the charge of each chaukidar concerned and take his signature in token of receipt

in this register (*vide* rule 308). The register will be forwarded to the Settlement Officer.

Duties of chaukidars.

373. The chaukidars will then be responsible for the marks and will immediately report any disappearance, removal or damage through their superior officers to the Collector, who will forward the report to the Settlement Officer for necessary action. Where there is a Union Board, the chaukidar should report, through the daffadar, to the President, who will forward the report through the Circle Officer and Collector to the Settlement Officer.

Check of Settlement Officer.

374. During the first field season in each block the Settlement Officer will arrange for a complete check of the tri-junction marks. He will have them renewed or embedded at the traverse tri-junctions if they have disappeared, been destroyed, or removed, and will erect them at the true tri-junctions if they have not been erected owing to the existence of a boundary dispute. Extreme care must be taken to erect them over the exact position of the tri-junction. At the end of the season the Officer in charge of each cadastral circle must certify that all tri-junction and special marks have been properly erected.

Register and maps.

375. For the purpose of this check there will be specially prepared halkawar:—

(1) Four-inch tri-junction maps in which will be shown all tri-junction marks, all special marks and all older permanent marks (such as Great Trigonometrical Survey, Revenue Survey, Diara Survey, etc.). All marks on the south and east boundary of the halka will be entered in this map as well as of all villages adjoining no other halkas:—

(2) A register or list in Form 56. For the purpose of this register each mark should be allotted to a single village. The village on the north or west should ordinarily take precedence of the village on the south or east. If the mark lies within a village and not on the boundary it will be allotted to that village. No mark should be registered in two or more thanas and in two or more districts.

A mark which is at the tri-junction of two villages of thana or district A and one village of thana or district B will be allotted to one of the villages of thana or district A and registered in that thana or district. A mark at a quadri-junction, of which two villages lie in A and two in B will be allotted to the thana or district which lies to the north-west.

The signature of the chaukidar in token of receipt will be taken for all new tri-junction or special marks in this register. Any additions to special marks which occur during later stages will be shown in these maps and registers, which are ultimately useful in the preparation of the final mark maps and registers. Receipts must be taken from chaukidars in token of receipt of charge of all such additions.

Special marks.

376. Special marks can be erected only under the orders of the Settlement Officer. He will ordinarily pass such orders—

(1) when a boundary dispute is of sufficient importance to warrant it;

(2) when only a portion of a village has been surveyed, to separate the surveyed from the unsurveyed portion;

(3) to demarcate a permanently settled, [illegible] under section 10;

(4) for the demarcation of reference points in diara areas;

(5) for the demarcation of pasture land in Government estates;

(6) to demarcate a district boundary; or

(7) to place additional marks at important points in each sheet, where the village is covered by more than one sheet.

In the first three and the fifth cases the marks should be placed at each important bend in the boundary, and in the case of long straight lines at intervals of one-eighth of a mile.

(34) *Rule 376, page 97.*—In items (3) and (5) for the word "Government" *substitute* the word "Crown".

Marks on ground must correspond exactly with sign of mark plotted on the map.

377. The preceding rules require every tri-junction mark to be erected at a place which has been taken as a traverse station by the Traverse Surveyor and the position of which has, therefore, been accurately determined by a theodolite and plotted on the map by the Survey Office. There may, however, be a few cases in which it is not possible to erect the mark at such a place, *e.g.*

(*a*) when the Traverse Surveyor has, by a neglect of the rules, failed to take as a station a true tri-junction and it is thought necessary to mark the true tri-junction;

(*b*) when in the decision of a boundary dispute it is found that none of the stations taken by the Traverse Surveyor is the true tri-junction and it is thought necessary to mark the true tri-junction; or

(*c*) when the tri-junction taken by the Traverse Surveyor has been washed away by fluvial action or is otherwise unstable.

In such cases the officer in charge of the cadastral circle must see that the point at which he decides to erect the stone is accurately plotted on the map and marked with the conventional sign of a tri-junction. It is of the utmost importance for revisional survey or relay work that every mark should correspond exactly with the point on the map marked with the conventional sign.

Changes in marks during attestation to be reported.

378. When any mark is shifted during attestation, as a result of the decision of a dispute or for any other reason, to a position other than that at which it is plotted on the map, a report should [illegible] Officer for the correction of his

Correction Slip No. 80.

Calcutta, the 22nd May 1942.

(i) *Pages 97 and 98, rule 379, as modified by correction slip No. 69, dated the 12th February 1941.*—*For* the words "a special map" in first line *substitute by hand* "a unified map", and *for* the words "the vernacular" in the fourth line *substitute by hand* the word "Bengali".

(Correction slip No. 80, dated the 22nd May 1942.)

[illegible] which will be used as the mark map.

2. **Rule 380, page 98.**—In the second line *delete* the word "thana" and *substitute by hand* in its place "Union".

boundary runs along the bank or bed of a stream, both banks the stream should be plotted in the map.

The position of all permanent marks including previous marks such as Revenue Survey, Diara Survey and Great Trigonometrical Survey, etc., should be shown in this map by the proper conventional sign.

Correction Slip No. 93, dated the 5th April 1946.

Rule 381, page 98.—Substitute the following *for* the existing rule :—

"The map will then be sent to the Bengal Drawing Office for the reproduction

(iii) *Page 98, rule 380.—Insert* the following as a sub-paragraph :—

"There will be no separate serial for each union to which certain numbers according to the thana serial will be allotted as required".

(Correction slip No. 80, dated the 22nd May 1942.)

(ii) *Page 98, rules 380 and 382.—For* the word "special" in the second line *substitute by hand* "unified". (reserve).

(Correction slip No. 80, dated the 22nd May 1942.)

the Settlement Officer will fill up this register. When a tri-junction mark has

3. **Rule 382, page 98.**—In the third line *delete* the word "thana and *substitute by hand* in its place "Union".

In the second line of sub-paragraph 2 *for* the figure "2" *substitute by hand* the words "4" mark".

numbering them in the running serial order with alphabetical addition, *e.g.*, 12A, 12B, or the like, when two or more new marks occur between old marks 12 and 13.

Distribution of marks to the villages, etc.

383. For the purpose of this register each mark should be allotted to a single village. The village on the north or west should ordinarily take precedence of the village on the south or east. No mark should be registered in two or more thanas or in two or more districts.

CHAPTER VIII.—Khanapuri.

Khanapuri rules.

384. The Settlement Officer may prepare supplementary instructions for khanapuri, or the initial record-writing consistent with the following instructions and the detailed "Technical Rules and Instructions for Khanapuri" separately published, and suitable to the special circumstances of the tract under survey. They will be submitted for the approval of the Director of Land Records and Surveys who will, if any new principles are proposed, obtain the orders of Government.

Form of records.

385. The forms prescribed by Government Rules for preparing the record-of-rights are two—the khatian and the khasra or field-index. There are two forms of khatian—the working form which is used for entries in the field and the final form into which these entries are subsequently copied, and which is finally published. One form of working khatian has been prescribed and it is opened in the same way for all classes of landlords and tenants. The khasra is used to assist in writing up the khatians and to collect certain statistical information. It is not finally published. The standard forms of the khatian and khasra are given in Forms 59-61.

Other forms.

386. The parcha is an extract copy of the khatian. It is prepared in duplicate and given to the tenant and his landlord at an early stage of the record-writing, and subsequent changes in the khatian are incorporated in it. A list of lands in which the public have common rights and easements (Form No. 65) is prepared for each village and bound with the record; also, except in areas covered by Rule 388, an irrigation form is compiled for each village and bound with the record.

Easements, jungle rights, etc.

387. When general instructions regarding the record of easements, jungle rights or irrigation are required for any area or district under settlement, the Settlement Officer will submit proposals to the Director of Land Records and Surveys for the consideration and orders of Government.

Omission of information regarding irrigation.

388. Information regarding irrigation may be omitted from the khasra in districts where it is of no importance with the sanction of the Director of Land Records and Surveys.

Classification of land.

389. The Settlement Officer will prepare a strictly limited list of classes of land of which the items must be clearly distinguishable so that they may fall under one or other of the heads of the prescribed milan khasra. Detailed classification of arable land should not be attempted except in jungly and hilly areas or where circumstances otherwise demand it.

In minor settlements the classification should generally follow the classifications already adopted in the district settlement unless in special circumstances the Settlement Officer directs in writing variations therefrom.

Cadastral and Khanapuri amin the same.

390. Khanapuri will be carried out village by village as soon as possible after the survey of the village is finished and the surveyor of each village will generally be the recorder of that

village. Where there are several sheets in a village one amin should, if time permits, carry out the khanapuri of the whole village. If not, two or more amins will be employed simultaneously.

Possession basis of the record.

391. The draft record must, as provided in rules 51, 53 and 55 of the Government Rules under the Bengal Tenancy Act, be prepared on the basis of actual possession, each field or holding being shown as belonging to the estate which is entered in the rent receipts, etc., of that field or holding.

Thak comparison.

392. The following rules have been prescribed regarding thak comparison:—

(1) In areas where there are reliable thak maps there should be a stage of "thak comparison" in order to test the accuracy of the draft record.

(2) A note should be made of all discrepancies between the thak map and the draft record, but no copy of this note should be given to the public nor should it be one of the papers which are deposited in the Collector's record-room.

(3) The thak map and the "note of discrepancies" should be used by the Settlement Officer and his staff, to assist them in the decision of disputes, but no disputes should be written up by the Settlement Officer or his staff *suo motu* on the basis of the note of discrepancies.

(4) A proprietor or a group of proprietors may, on his or their own application, have the draft record changed so as to bring it into conformity with the thak map, provided that the interest of no third party is adversely affected thereby.

(5) Except as indicated in instruction (4) above, or in consequence of the decision of a dispute, the draft record should not be altered so as to bring it into conformity with the thak map.

CHAPTER IX.—From field bujharat to final scrutiny of the record.

Extraction of areas.

393. As soon as the khanapuri of a village is finished, the map is sent to headquarters for area extraction, and subsequently returned to the kanungo with the area statement. It is most important to ensure an even flow of villages to and from the area section, in order that field bujharat may proceed steadily.

Agency for field bujharat.

394. Field bujharat, or explanation of the record on the field to the landlords and tenants concerned, with correction of the map and record, is performed by the kanungo with the assistance of an experienced amin or by special order of the Settlement Officer by a Sardar Amin.

Despatch of record to headquarters.

395. At the conclusion of field bujharat the record is arranged in camp and despatched to headquarters. It is generally necessary to send the map and the khasra in advance of the khatians, in order that the work of the drawing and khasra sections may not be delayed.

Omission of field bujharat.

396. Field bujharat may be omitted with the sanction of the Director of Land Records and Surveys.

Initial recess.

397. The headquarters work of a cadastral camp is divided into three main branches:—

(1) The area section,

(2) the drawing section; and

(3) the khasra section.

Area extraction is usually performed during the field-season, and recess work is limited to (1) preparation of the village map for attestation and of other maps, and (2) preparation of statistical statements in the khasra section.

In settlements where field bujharat has been omitted, the preliminary work of the drawing section should precede that of the area section and the record must be carefully arranged and checked in the khasra section. The map and record are then ready for attestation.

Attestation.

398. Attestation is carried out by Assistant Settlement Officers or Revenue Officers assisted by a staff of muharrirs. Inexperienced officers should not be employed on attestation.

Organisation of work.

399. The attestation area will be organised in circles, each comprising about 20,000 interests. In large settlements, there will ordinarily be an Assistant Settlement Officer in immediate charge of the whole area, who will dispose of returns and references under instructions of the Settlement Officer.

Postal arrangements.

400. As soon as the Settlement Officer has settled upon the sites of the attestation camps, he should inform the Superintendent of Post Offices of the local post offices which will be utilised by the Attestation Officers and the probable dates of commencement and completion of work, in order that the Superintendent

may be able to arrange to deal with the local increase of correspondence.

Subsequent processes.

401. (*a*) After the conclusion of attestation, objections under section 103A are disposed of locally. The record is then carefully scrutinised in camp, under the supervision of the Objection Officer. In large operations, however, it may be convenient to have the final scrutiny made at headquarters or at a central camp in charge of a whole-time Assistant Settlement Officer or experienced Revenue Officer. In the meantime the map is prepared for vandyke reproduction in the drawing section at the settlement headquarters, whence it is despatched to the Bengal Drawing Office.

Minor Settlements—Map reproductions.

(*b*) In minor operations the Settlement Officer or the Collector should when despatching maps for reproduction to the Survey Office—

(1) specify in each case the particular estate or unit of estimate to which they belong;

(2) state whether the settlement of that estate is "Advances Recoverable" or "Minor Land Revenue Settlement"; and

(3) state that it is for settlement work under the control of the Director of Land Records and Surveys.

Detailed instructions.

402. The above processes are fully described and rules for their proper performance are given in the Technical Rules and Instructions.

Liaison between Khas Mahal and Settlement Departments.

403. Rules detailing the methods of co-operation with the Khas Mahal Department are given in Government Estates Manual (Revised). Rules XXIII—XXVIII.

CHAPTER X.—Settlement of fair rents (with some connected rules for the settlement of revenue) when a settlement of land revenue is being or is about to be made.

I.—Under part II of Chapter X of the Bengal Tenancy Act.

What rents must be settled.

404. In operations under the Bengal Tenancy Act the Settlement Officer is bound to settle fair and equitable rents under sec-

(35) *Rule 404, page 103.*—For the words "Local Government" in the first sentence and "belonging to Government" in the second sentence *substitute* the words "Provincial Government" and "belonging to Crown", respectively.

[illegible] to settle rents for all tenants in an estate or tenure belonging to Government, he should submit a report through the ordinary chain of communication for the orders of Government.

405. In temporarily settled estates, the property of an individual, fair and equitable rents [illegible]

(36) *Rule 405, page 103.*—For the words "Government estates" *substitute* the words "Crown estates".

[illegible], rents will be settled only for the area in the possession of Government. Encroachments will be treated as laid down in Chapter VI, part II, unless the trespassers agree to come to terms.

Stage for preparation of rent-roll.

406. The draft rent-roll in Form 149 will be prepared after the disposal of objections under section 103A, and after the scrutiny of the draft record-of-rights. The preliminary enquiries and proposals should however be made as far as is practicable during attestation to avoid subsequent delay.

Officer preparing rent-roll.

407. The preparation of the draft rent-roll will be undertaken by the Settlement Officer personally or by an Assistant Settlement Officer specially deputed by the Settlement Officer under Government rule 42 (o). When an Assistant Settlement Officer is deputed for this work he will act according to the instructions, and under the direct supervision, of the Settlement Officer. The draft rent-roll will be prepared in the village or villages concerned. It will be prepared in accordance with the procedure and principles laid down in sections 104-104D of the Tenancy Act, in the Government rules and the following rules. The officer who prepares the draft rent-roll will have regard to any special instructions which have been issued by Government or the Director of Land Records and Surveys for the local area in question.

Matters for enquiry.

408. Three separate matters for enquiry should be kept in view by the Assistant Settlement Officer, *viz.*—

(1) a thorough knowledge of existing facts as to rents, rates and soil classification;

(2) the grounds on which the rents can be legally altered; and

(3) which procedure under section 104A (1) should be adopted.

Enquiry into existing facts.

409. Some of the materials for the existing facts, the Assistant Settlement Officer will find in the draft record, the general rent notes, and any other recorded enquiries or observations made in the course of the preparation of that record. His own enquiries should cover the following points:—the classfication of tenants, the rents actually paid by different classes of tenants whether in cash or in kind, whether lump rents or rents based upon previous assessment; the all—round rate per acre, the incident of rent per cultivated acre, and the rates, if any, which the tenants themselves conceive that they are paying, all of which statistics should be compared, as far as possible, with similar statistics of neighbouring estates with similar lands;—whether any tenants are legally protected from enhancement; the present and former state of cultivation; the soil classification, if any, actually found and the classification, if any, previously adopted between landlord and tenant. The Assistant Settlement Officer's enquiries should include, therefore, as far as possible, all the past history of rents and of settlements of revenue. It has been, and may be, found convenient to colour maps to indicate soil classes or descriptions of land and where groups of villages belonging to an estate lie together, a sketch village map on a small scale may be prepared to show the kind of soil or descriptions of land and the average rate of rent, or prevailing rate of rent, over considerable areas.

Consideration of existing facts.

410. On the completion of these enquiry the Assistant Settlement Officer will be in a position to determine whether existing rents should be maintained or not. If they are to be altered he must consider (*a*) on what grounds he intends to make change, and (*b*) what materials he has for justifying a change on any particular ground. At the same time he must not endeavour to obtain an increase of rent merely from the supposed necessity of showing an increase of revenue. The enhancement of rent must not be governed by such a consideration so long as a proper share of the produce of the soil is preserved to Government. It is the primary duty of an Assistant Settlement Officer in this connection to fix fair, rents that is, rents which will be fair both to the landlord and to the tenant. When he finds that the raiyati rates are conspicuously lower than those in the surrounding estates, and also that the raiyats in those estates are treated considerately by their landlords, that they agreed willingly to the present rents, pay those rents without difficulty and enjoyed a satisfactory standard of comfort, the Assistant Settlement Officer will be justified in proposing that the raiyats should pay an enhanced rent. Where he refrains from proposing any general enhancement of the rents of the raiyats, inconsistencies of assessment should be remedied.

Legal grounds for change of rents of raiyats.

411. Under the proviso to section 104A (*1*) (*d*) of the Tenancy Act the Assistant Settlement Officer must have regard to the principles contained in sections 27 to 36 (both inclusive) 38, 39, 43, 50 to 52 (both inclusive) 180 and 191 of the Bengal Tenancy Act for the change of the rents of raiyats. Rules 412 to 416 below refer to occupancy raiyats.

Enhancement of rent of occupancy raiyats. Prevailing rates.

412. If the Assistant Settlement Officer determines to raise rents on the basis of prevailing rates, he has to consider what rate he will adopt as a prevailing rate, whether a calculated rate under

section 31A of the Tenancy Act where this section is in force, or an actually existing rate. In imposing assessment of lands, and in enhancing rents on the ground of the existing rent being below the prevailing rate paid for land of the same quality in the village, the most minute attention to local advantages and disadvantages is indispensable. It should always be borne in mind by the Assistant Settlement Officer, that his business is not to determine the highest rate which the land may pay for one year, but what can be paid with regularity in average years. It is especially incumbent on him not to conclude too hastily that what appears to be an appropriate assessment is actually so. Fertility of soil is not the only circumstance which regulates the power of land to pay rent. Inferior land in an advantageous position will sometimes be found to be paying higher rent (*i.e.*, to be deemed more valuable) than better land less favourably situated; land in the middle of a plain in every respect the same in quality as land on its edge may be found paying double the rent of the latter because less exposed to trespass from cattle; while it may also be that land is held at a lower rate than other land apparently of the same quality in the village, in consideration of services rendered by the tenant to the landlord, or to his predecessor, or in consideration of the tenant having undertaken to grow a special crop, such as indigo, for the landlord or his assignee, or of his having given up part of his holding to the landlord or exchanged part of his holding for other lands of inferior quality. All these circumstances should be taken into consideration in assessing fair and equitable rents. Land near a village may be found paying more than land of the same description at a distance from it. The demand for land or labour as affected by the density or otherwise of the population, the salubrity or inclemency of the climate and the abundance or scarcity of good culturable soil in the vicinity, must all be taken into account.

Rise in prices.

413. Enhancement on the ground of rise in prices will be found a suitable method, if a small enhancement is required on all rents, and if there be no inconsistencies of assessment to be remedied. The Assistant Settlement Officer should collect evidence as to the values of the produce of the land, as far as staple crops are concerned, and should compare them with the values of such produce at the time when the rents of the raiyats were last fixed, if known, or, if this date be not ascertainable, at some other convenient time during the currency of those rents. He shall refer to the price lists published under section 39 of the Bengal Tenancy Act in the Calcutta Gazette. When the required information is not available in these lists, he may refer to the accounts kept in jails, in police-lines or by grain-sellers, former settlement reports, and the statements of intelligent cultivators. Such evidence, and the sources from which it is obtained, should be specifically noted in the record of his proceedings. The Assistant Settlement Officer can then determine what is the maximum limit of enhancement, and what would be the fair enhancement, in annas per rupee, in the case of rents in the area before him. He is not bound to impose the same rate for all: he may vary the rate of enhancement inversely to the incidence of the existing rent on the present area.

Increased productivity due to improvements by landlord.

414. In raising rents on the ground of increased productivity due to improvements by the landlord, only registered improvements and improvements made by Government should be considered, and the Assistant Settlement Officer has to consider what enhancement in annas per rupee may fairly be made on this ground.

Increased productivity due to fluvial action.

415. Where increased productivity due to fluvial action is taken as the basis of enhancement, the Assistant Settlement Officer must obtain trustworthy evidence as to the present outturn of crops compared with the outturn at the former settlement and as to the relative state of the land at the different periods. From such facts he can determine what enhancements in annas per rupee would be a fair limit of enhancement on this ground. Vague statements should be avoided.

Occupancy raiyats.

416. Except in the case of tenants holding direct under Government, the rent of occupancy—raiyats can be reduced only on the following grounds: (1) General deterioration of the soil, (2) Fall in prices, and (3) Decrease of area.

Reduction of rent.

417. When reduction of rent is thought proper on account of the general deterioration of the soil of the estate, the Assistant Settlement Officer should collect facts bearing on the question of deterioration, collecting evidence and records, if obtainable, of the former and present outturn on specified plots or holdings, and should fortify himself by the opinion of experts, which should be duly recorded in writing.

If it appears that a reduction in rent is justified by a fall in prices, he should make the same enquiries as in rule 413 above, and determine what is the fair percentage of reduction on that ground.

Alteration of rent ow[illegible] occupancy [illegible]

418. Ordinarily in the settlements of Government and tem[illegible] estates there will be no difficulty in proving either [illegible] be obtained in accordance [illegible] for alteration of rent is to be adopted, and the necessary correction made for differences of systems of measurements (*vide* also rule 35 of the Case Work Rules).

(1) *Rule 418, page 106.*—For the word "Government" in the first [illegible] *substitute* the word "Crown".

Enhancement of the rents of tenures.

419. The rents of tenures liable to enhancement can be enhanced under the provisions of section 7, and of section 191 when an estate is not subject to any subsisting permanent settlement. It is open to the Assistant Settlement Officer—

(1) if he finds that a tenure is held at a rate below the customary rate for similiar tenures in the vicinity if such a rate exists, up to the limit of that rate to enhance; or

(2) by ascertaining the assets of a tenure to determine what share of them should be paid by the tenure-holder as a fair rent. Even though the first alterative is followed, it is advisable to check the result by the second. In any case, regard must be paid to the total percentage of the assets which can be distributed between the proprietors, if any, and the tenure-holders. [*Vide* rules 594 to 599;]

(3) in considering the amounts of enhancement to be made for improvements, he should have regard to the principles laid down in rules 600 to 603. *See* also rule 437.

420. Under-raiyats' rents as well as the rents of other classes of tenants must be settled under section 104, unless in the [illegible] minute. Rents of under-raiyats.

(38) *Rule 420, page 107.*—For the words "Government estate" and "Local Government" in the first sentence *substitute* the words "Crown estate" and "Provincial Government", respectively.

[illegible] to pay must not exceed one-third of the value of the produce of the land in his tenancy or be less than the rate the Superior raiyat pays. Where, however, there are contracts or decrees fixing such rents at higher levels the contracts or decrees must be respected even though the rent fixed thereunder is in excess of the rent payable under Section 48(D) (2) of the Bengal Tenancy Act.

421. Lands in the direct possession of tenure-holders or of proprietors (for the purpose of settlement of land revenue) should be assessed at a fair and equitable rent for the purpose of ascertaining the assets of the tenure or of the estate. This assessment is ordinarily made at the rate at which such lands can be sublet. When uniform raiyati rates for different classes of land in the estate have been ascertained, such rates can also be applied to the above description of lands. Khas lands.

422. As it is undesirable that tenants on produce-rents should exist in Government or temporarily-settled estates the Assistant Settlement Officer [illegible] Produce-rents.

(39) *Rule 422, page 107.*—For the words "in Government" in the first sentence *substitute* the words "in Crown".

[illegible] be converted. Such rents should for the purpose of ascertaining the raiyati assets in the estate or tenure be assessed at rates which would be fair and equitable in all the circumstances of the case. No produce-rent should ever be fixed for direct tenants of Government. In operations relating to large estates or a large number of estates the instructions of the Director of Land Records and Surveys should be taken.

423. Public lands, lands which are useless and incapable of producing a profit or of which the profits are only prospective, and water, should not ordinarily be assessed. The Assistant Settlement Officer should have regard to the previous custom in the estate of settlement in this respect, and, if any variation is proposed, should state the variation and explain on what grounds it is proposed to assess or omit from assessment any particular class or classes of land. If any land has been diluviated it should be omitted from the khatians. Unassessed lands.

424. When in Government estates it is the proved custom to [illegible]—either on account of the natural [illegible]l fertility having been impaired Fallow lands.

(40) *Rule 424, page 1[illegible]* sentence *substitute* the word[illegible] [illegible] of years—such fallow land should be left unassessed. The [illegible]iyat cultivates 5 bighas, one bigha of which is always le[illegible]nd then if the rate for land in cultivation is Re. 1 per big[illegible]uld be assessed Rs. 4 for his five bighas.

Grazing.

425. The Assistant Settlement Officer should satisfy himself that sufficient land has been recorded in the special khatian or

(41) *Rule 425, page 108.*—For the word "Government" in the last sentence *substitute* the word "Crown".

mahals. Grazing lands should be demarcated by definite *ails* and in the manner provided in rule 376. Encroachments on land previously recorded as grazing lands in Government estates should be reported to the Collector for necessary action if the parties will not willingly give up possession.

Correction slip No. 56.

R
ot
re
B
A

Calcutta, the 7th June 1939.

Rule 426, page 108.—Delete the existing rule and in its place *substitute* the following :—

"Fair and equitable rents cannot be settled under the Tenancy Act for homestead lands, house sites or shops when the tenancy is not regulated by that Act (section 4), nor can such rents be settled in respect of lands held by a non-agriculturist and not used for purposes connected with agriculture or horticulture [proviso to section 101 (*1*)]. In such cases rents should be assessed under the Bengal Non-Agricultural Lands Assessment Act, 1936 (Bengal Act XIX of 1936), except where the lands are of insignificant value. In the latter case existing rents may be maintained, if necessary, or if an intermediate landlord occurs between Government and the lessee, a fair and equitable rent may be assessed for the purpose of the calculation of assets, leaving it to the parties to come to terms regarding a new rent, if they have not already done so".

General principles as to the limit of enhancement.

427. When the Assistant Settlement Officer has completed these enquiries and has formed his theory as to the necessity of any change in the rent, and the method and amount of change, he should test it by applying it to the village, estate or pargana, and by seeing what effect is produced on the rent-roll. Ordinarily enhancement would be considered excessive (*i*) if in any village there be a rise exceeding 50 per cent. in the rate per cultivated acre as fixed at the last settlement, or as deducted from the incidence of the old rental on the old cultivated area; (*ii*) if the total of the rents previously paid in the whole area dealt with is enhanced by more than 50 per cent. or (*iii*) if the rent of any single tenant has been enhanced by more than 100 per cent. It might, however, be fair to double a rent under Rs. 10, e.g., to raise Rs. 3 to Rs. 6, while it might be unfair to raise Rs. 50 to Rs. 100 though in each case the percentage of enhancement is the same. If on special grounds, as where a tenant has taken in a greatly increased quantity of land, it is necessary and equitable to impose a greater enhancement than 100 per cent., it should be eased off by progressive enhancements, the immediate increase being confined to 100 per cent., or even less, and the full rental being reached after two, three, four, five (or after a longer period not exceeding 10) years. Such progressive enhancements should ordinarily be given in the case of *bona fide* cultivators.

Procedure to be followed in setting rents.

428. The Assistant Settlement Officer having determined what method of change he will adopt, and what amount of change will be caused by that method, has now to consider what procedure

should be followed in proposing rents to the tenants. The alternative forms of procedure in section 104A (1) of the Bengal Tenancy Act are—

(*i*) to propose existing rents [clause (*d*)].

(*ii*) to obtain from landlords and tenants compromises which will yield rents which he has determined as fair [clause (*a*)];

(*iii*) to propose to the tenants fair rents which they are likely to accept agreeing with those which he has determined as fair [clause (*b*)];

(*iv*) to fix fair rents without reference to the acceptance of rents by, applying the method which he has already adopted as likely to produce fair rents [clause (d)]; and

(*v*) to make a new rent-roll after preparing a table of rates [clause (*c*)].

These alternatives are arranged in order of difficulty; and a decision should be made as to which should be adopted after reviewing the practicability of each.

Ordinarily, the procedure will be to adopt method (*iii*) combined with method (*iv*) in the case of recusant tenants. Should, however, the tenants as a body be obstructive and refuse to accept proposals which are obviously moderate and fair, the Assistant Settlement Officer should follow method (*iv*) in the case of a few substantial tenants; and after the rents of some of these have been settled, he should again turn to method (*iii*) in the case of the majority of the tenants. The failure of method (*iii*) in the first instance is no reason for its complete abandonment. The conditions under which the table of rate method (*v*) may be adopted are given in the statutory rules under the Tenancy Act; but the Assistant Settlement Officer is not bound to adopt this method, if it is practicable to fix a fair rent under any of the preceding methods; and resort should rarely be made to this method of settlement, though an informal table of rates may be adopted for the purpose of settling rents under (*iii*) or (*iv*). It is only where it is impossible to ascertain the legally payable existing rents that it is clearly advisable to adopt the method of a table of rates and to utilise in the preparation of the table, the rates or rents payable in neighbouring villages or estates. In settlements over a very large area, method (*iv*) will ordinarily be adopted as a general rule.

Submission of a preliminary report to the Settlement Officer.

423. The Assistant Settlement Officer will now be in a position to submit a preliminary report to the Settlement Officer embodying in it the result of all the inquiries which have been detailed above. The report should give as fully as possible his proposals for the settlement of the area and if these include the preparation of a table of rates, the rate report should be incorporated.

The report should give information regarding (*a*) the classification of land and the raiyati rates, if any, adopted for different classes of land, (*b*) the rate of enhancement of raiyati rents, when the resettlement takes the form of a percentage enhancement of previous rents, (*c*) the treatment of excess area, (*d*) the

allowances to, or treatment of tenure-holders, (*e*) the special allowances to special classes of tenants, if any, (*f*) the treatment of under-raiyats and the settlement of their rents, (*g*) the method of calculation of assets for khas lands of tenure-holders and proprietors, lands let on produce rent etc., (*h*) allowances to proprietors, and (*i*) the treatment of valid rent-free lands.

The period for which it is proposed to make the settlement of revenue should be mentioned in the report and it should be stated whether the tenants are willing to accept the proposals in the report. A copy of the final report of the last settlement if available should also be included.

Procedure after submission of the preliminary report.

430. The Settlement Officer will pass orders on the preliminary report and will then have an abstract prepared of the proposals for the settlement of rent containing information on all the points mentioned in rule 429.

This abstract will be published, and so far as possible personally explained by the Revenue Officer, in every village within the estate, and the public will be informed that a period of one month is allowed from the date of publication thereof for the filing of objections in writing.

These objections together with the Assistant Settlement Officer's report thereon, will then be considered by the Settlement Officer, who will, if necessary, modify or revise the proposals accordingly. If, however, the preliminary report has under the following rule 431, to be forwarded to the Director of Land Records and Surveys, the Settlement Officer will send the objections together with his report on them to that authority. Such objections and reports thereon shall be considered as part of the preliminary report.

To higher authorities.

431. It is not ordinarily necessary that the preliminary report should be submitted to the Director of Land Records and Surveys before the preparation of the draft rent-roll. In the case of large operations a preliminary report should, however, be submitted to the Director of Land Records and Surveys in respect of the first group of estates or first group of tenancies. The "first group" should be so selected that it is, as far as may be, typical of the whole local area which is under settlement of land revenue. If the rent-roll of the whole local area which is under settlement of land revenue is likely to exceed Rs. 10,000 the Director of Land Records and Surveys will consult the Board of Revenue before passing orders on the preliminary report of the first group. The orders which are passed by the Board of Revenue or the Director of Land Records and Surveys upon the preliminary report of the first group will be treated as "special instructions" for the whole area which is under settlement of land revenue.

Procedure when table of rates not prepared.

432. On receipt of orders on the preliminary report when a table of rate is not to be prepared, the Assistant Settlement Officer will issue the prescribed proclamation in form 147 giving information of the time and place at which fair rents will be settled. At least one week's notice should be given. On the date fixed

the Assistant Settlement Officer will settle as fair those rents which he has determined upon as fair settling either present rents, compromised rents or proposed rents which are accepted or rents fixed by him without reference to acceptances.

Procedure when table of rates prepared.

433. When it has been decided to use the method of a table of rates, the Assistant Settlement Officer on the basis of previous inquiries and the orders passed on the rate report will prepare the table of rates containing the particulars prescribed in section 104B(1).

Publication and inspection of table of rates.

434. The prescribed proclamation will be published in form 147 fixing a date for the publication of the table of rates and directing all persons interested to attend on the date fixed the Revenue Officer will explain the table of rates and leave it open for inspection for one month.

Disposal of objections to tables of rates.

435. The Assistant Settlement Officer will hear and decide all objections filed within one month from the date of publications and will then submit the proceedings to the Settlement Officer.

Confirmation of table of rates and settlement of fair rents.

436. The Settlement Officer will submit the table of rates to the prescribed confirming authority and after such modification, if any, as may be made by the confirming authority the Assistant Settlement Officer will proceed to give effect to the table of rates, thus confirmed, by calculating each tenant's rent at the appropriate rate or rates. The Revenue Officer has power to exercise his discretion when the application of any particular rate would work unfairly. The proclamation in form 147 will now issue and on the date fixed the Revenue Officer will inform the parties what is the fair rent settled in each case according to the table of rates. If any person is absent and it is proposed to alter his existing rent the fair rent is not to be settled till a special notice has been served on him personally or otherwise.

Tenure not binding against Government.

437. (1) When the draft record-of-rights contains a tenure which is valid in all other respects but which does not (*vide* section 191 of the Bengal Tenancy Act) operate against Government for the purpose of reducing the revenue demand of the estate, such tenure will appear in the Settlement rent-roll and a rent will be fixed for it. The profit of the tenure will, however, come out of the profit of the landlord who created it and a note will be made in the column for special incidents "not binding against Government for the purpose of assessment; the profit of the tenure has come out of the profit of the superior landlord."

(2) When the draft record-of-rights contains a tenure which was created in contravention of a condition laid down in the contract of the superior landlord, such tenure will appear in the final record-of-rights and the existing rent will also appear there. No new rent will be fixed in respect of such tenure and a note will be made in the column for special incidents "this tenure was found in existence but it was created in contravention of patta or kabuliyat so and so, and is not binding against Government in any respect."

(3) When the draft record-of-rights contains a tenure which was created by a farmer whose interest is about to expire such tenure should be altogether ignored and should find no place either in the Settlement rent-roll or in the final record.

Publication of draft rent roll.

438. After the rent-roll has been prepared, it will be published in draft in the prescribed manner and, if any objections under section 104E be filed within the prescribed period, they will be disposed of by the Settlement Officer or by an Assistant Settlement Officer. If the objections be made over to an Assistant Settlement Officer he will dispose of them in accordance with the general and special instructions of the Settlement Officer and will take the orders of the Settlement Officer in all cases of difficulty. When the Settlement Officer sees fit, he may instruct the Assistant Settlement Officer to pass no final orders upon any objection, but to submit all objections, with explanatory notes, for the decision of the Settlement Officer. Objections under section 104E must be confined to the particulars which section 104A(2) requires to be entered in the Settlement-roll.

Appeals.

439. When all objections under section 104E have been disposed of, the Settlement Officer will wait for two months. During this period appeals under section 104G(1) may be filed. These appeals will be addressed to the Director of Land Records and Surveys but they may be presented in the office of the Director of Land Records and Surveys or in the office of the Settlement Officer. If they are presented in the office of the Director of land Records and Surveys they will at once be forwarded to the Settlement Officer.

NOTE.—Under section 104G (1) appeal also lies against the decision on an objection made under clause (3) of section 104B, Bengal Tenancy Act. The same procedure for disposal of such appeals will be followed.

Confirmation report.

440. At the close of the aforesaid two months the Settlement Officer will submit a confirmation report to the Director of Land Records and Surveys. The confirmation report is a statutory document prepared under section 104F (1) of the Act. It should, therefore, be prepared with great care. As required by law it must contain "a full statement of the grounds of the Settlement Officer's proposals and a summary of the objections (if any) which he has received." It should also contain a clear and succinct account of the previous revenue history of the area under report.

Area to be dealt with.

441. As a rule there will be a separate confirmation report for each estate; but the Settlement Officer may submit a single confirmation report for a group of analogous estates. He may also submit a confirmation report for a specific portion of an estate. In each case he will adopt the most convenient course.

Details to be included.

442. The confirmation report will contain separate paragraphs dealing with the case of tenure-holders, raiyats and under-raiyats. If the estate is a temporarily settled private estate the confirmation report will also contain proposals regarding the allowance, as malikana or otherwise which will be offered to the proprietors under Regulation VII of 1822. In all cases the report will contain proposals as to the period of settlement. In connection with this report, *vide* Part III, Chapter VI and Rule 461.

Appeals.

443. All petitions of appeal under section 104G (whether originally presented to the Director of Land Records and Surveys or to the Settlement Officer) will be attached to the confirmation report. In a paragraph of the confirmation report the Settlement Officer will deal briefly with these appeals. He will also record upon the back of each petition of appeal such explanatory notes as he thinks to be necessary. The confirmation report and the petitions of appeal will constitute a single nathi to which the Settlement Officer will attach a single order sheet before submission of the papers to the Director of Land Records and Surveys, Bengal.

Resolution of Director of Land Records and Surveys.

444. The Director of Land Records and Surveys will dispose of the appeals and the confirmation report in one resolution, but he will record such additional remarks as may be necessary in connection with each petition of appeal. Where the appellants desire to be heard, either by pleader or in person, the Director of Land Records and Surveys will arrange, if possible, to dispose of the confirmation report and the appeals while he is on tour in the district concerned.

Copies.

445. The original Nathi containing the Confirmation Report, the petition of appeal and the resolution of the Director of Land Records and Surveys will be returned by the Director of Land Records and Surveys to the Settlement Officer and will in due course be made over to the Collectorate Record Room along with the other papers of the record-of-rights. In cases of important estates or group of estates where important questions of law and procedure are involved a copy of the resolution confirming the rent-roll, and the Settlement of Land Revenue will also be sent by the Director of Land Records and Surveys to the Commissioner for communication to the Collector or Dy. Commissioner within whose administrative control such estates or groups of estates are situated.

Copies of the Confirmation Report and of the Director's resolution may be issued to applicants on payment of the usual Court fees. Applications for such copies will be dealt with by the Settlement Officer and not by the Director.

Procedure where no objections filed.

446. Where no objections under section 104E were filed within the prescribed period, the confirmation report will be submitted to the Director of Land Records and Surveys immediately after the expiration of such period. In such cases there will, of course, be no appeals under section 104G.

When Board must be consulted.

447. (*a*) Where the rent-roll covered by a single confirmation report exceeds Rs. 10,000 the Director of Land Records and Surveys will always consult the Board of Revenue before he passes orders on the report (*vide* also Rule 632).

(*b*) Where the rent-roll of the whole local area for which land revenue is being settled is likely to exceed Rs. 10,000, but where the rent roll covered by a single confirmation report does not exceed Rs. 10,000, the Director of Land Records and Surveys will also consult the Board of Revenue before he passes orders on the report; *provided that*, where the Board of Revenue has already issued special instructions for the local area in question, the

Director may, at once, pass orders on any confirmation report which is in full accordance with the instructions of the Board of Revenue and which covers a rent-roll not exceeding Rs. 10,000.

(*c*) Where it has been laid down by the Government or the Board of Revenue that the period of all settlements in the district or local area is to expire on a certain date, that date cannot be varied by the Director of Land Records and Surveys or by the Settlement Officer without a reference to the Board of Revenue. Where no such date has been laid down, settlements will ordinarily be made for 15 years. Where it appears to the Director of Land Records and Surveys that a settlement of land revenue should be made for a longer period, he will refer the case to the Board of Revenue.

Preparation of final record.

448. On receipt of the Director's resolution upon the confirmation report and the petitions of appeal, the Settlement Officer will prepare the final record-of-rights in accordance with the orders received. In the case of estates for which land revenue is being settled under Part II of Chapter X of the Bengal Tenancy Act the rents which are entered in the settlement rent-roll as confirmed by the Director of Land Records and Surveys will be treated, for the purpose of section 102 (*e*) as the "rent payable at the time the record-of-rights is being prepared." The expiring rents will not be entered in the final record.

Subsequent reports.

449. Apart from the final report upon the whole operations, the Settlement Officer will submit no report after the statutory confirmation report under section 104F. In the case of temporarily-settled private estates he will, however, note upon the report whether the proprietors have accepted settlement and, if not, the amount of malikana which is due to them during the period of settlement.

Procedure under section 112.

450. Where a settlement of rents has been ordered in a private estate under section 112 of the Tenancy Act, it is to be carried out in the manner provided by sections 104 to 104J (both inclusive). The rules laid down in this chapter will therefore be generally applicable, but rents may be reduced if powers of reduction have been given.

II.—Settlement of fair rents, Act VIII (B.C.) of 1879.

Previous stages.

451. The procedure up to the settlement of fair rents under Act VIII of 1879 is identical, as far as possible, with that in proceedings under the Bengal Tenancy Act.

Preparation of a Table of Rates.

452. If it is proposed to enhance the rents of occupancy raiyats, a table of rates must first be prepared. In drawing up the table of rates, the Settlement Officer is to have regard to existing rates of rents paid (1) by raiyats having right of occupancy, and (2) by under-tenants (who are identical with the tenure-holders and under-tenure-holders of the Bengal Tenancy Act) for lands in their possession and to the principles laid down in part I of the Chapter for determining whether an increase of rent should be expected.

453. The rent of an occupancy-raiyat can be enhanced only on the grounds given in section 6 of the Act. Subject to the provisions of this section the Settlement Officer should have regard to the procedure and principles laid down in Part I of the Chapter for determining the proper ground for, and limits of, enhancements of rent. Ground for enhancement of rents of occupancy raiyats.

454. On completion of the Settlement Officer's enquiries into existing facts and the grounds for an enhancement the Settlement Officer will submit a rate report to the sanctioning authority through the Collector and the Director of Land Records and Surveys unless he or the Collector is competent to sanction the table of rates. The following authorities have been empowered to sanction tables of rates prepared under Act VIII of 1879:— Rate-report: authorities empowered to sanction tables of rates.

I. Regular Settlement in which the number of raiyats whose rents are to be recorded does not exceed 200.	The Collector or other officer specially empowered by Government to exercise the powers of a Collector in this behalf.
II. Regular Settlement in which the number of such raiyats exceeds 200 but not 400.	The Commissioner of the Division.
III. All other cases ..	The Board of Revenue.

455. When the table of rates has been sanctioned by proper authority, the Settlement Officer will prepare a rent-roll in accordance with such rates. It is necessary to specify in the rent-roll the clause or clauses in section 6 under which the raiyats' rent has been enhanced. If the rent is enhanced under more than one of the clauses, the amount of the enhancement due to each of the clauses mentioned in section 6 should be specified. The rent-roll must be published strictly in accordance with section 9 of the Act, and proof of such publication must be forthcoming. Rent-roll.

456. The final report and final confirmation report will in this case coincide and will be submitted to the authorities authorised to confirm such reports. Final Report.

Correction Slip No. 84.

Calcutta, the 27th January 1943.

Rule 457, page 115.—For the words "4 annas" in the last line *substitute* the word "anna".

(The correction should be made by hand.)

of 4 annas, annas should never be used and in the distribution of assessment, either in instalments or shares, should be avoided where possible. Revenue settlement.

459. Unless specially ordered otherwise all areas are to be shown in English acres. Areas in acres.

CHAPTER XI.—Final Statistics.

Statistical statements.

460. During the course of a settlement the following statistical statements and registers should be prepared:—

(*a*) Village Note.—Prepared during field bujharat and attestation (Form 161).

(*b*) Milan Khasra (Form 103).—Prepared during initial recess.

(*c*) Crop Statement (Form 104).—Prepared during initial recess.

(*d*) Agricultural Stock Statement.—Prepared at the same time as above from the lists filled up during the field season (Form 63).

(*e*) Statement of Tenancies and Rents (Ghoshwara) (Form 162).

(*f*) Lists of Revenue-paying and Revenue-free Properties (Mahaluar Register) (Forms 163, 164, 165 and 166).

(*g*) Village Register of Revenue-paying and Revenue-free properties (Mauzawar Register) (Form 167).

(*h*) Analysis of the results of settlements of Land Revenue (Form 168).

(*j*) Analysis of the results of previous and present settlements (area and rent) (Form 169).

(*k*) Analysis of the classification of tenants in previous and present settlements (Form 170).

(*l*) Analysis of Revenue assessed (Form 171).

(*m*) Register 6 of lands used for public purposes and Register 6A of lands in the occupation of local bodies (Form 88).

Statistical statements.

461. Of these statements—

(1) In major operations (*b*), (*c*), (*d*), (*e*), (*f*) and (*g*) will be prepared. When land revenue is also being settled in Government and temporarily-settled private estates during major operations, statements (*b*), (*c*), (*h*), (*j*), (*k*), (*l*) will also be separately prepared and incorporated in the final confirmation reports for each estate.

(2) In minor operations—Land Revenue Settlement statements (*a*), (*b*), (*c*), (*h*), (*j*), (*k*), (*l*) and, if specially directed by the Director of Land Records and Surveys, statement (*d*) will be prepared and incorporated in the final confirmation reports of each estate.

(3) In minor operations—Advances Recoverable and Deposits—statement (*a*), and, if specially directed by the Director of Land Records and Surveys, statements (*b*) and (*c*) will be prepared.

Unit of statistics.

462. In preparing these statements the figures should first be extracted village by village and care should be taken that the figures of the different statements agree. Consolidated statements for (*b*), (*c*), (*d*) and (*e*) for the whole area under settlement will

be submitted with the final report. If desirable, separate statements may also be appended for groups of villages, parganas, or thanas.

In all Land Revenue Settlements, and in minor operations Advances Recoverable when prepared, statements (*b*), (*c*) and (*d*) should be prepared village by village in each estate and totalled for the estate. These statements should be incorporated in the form of appendices to the final reports.

Preparation of statistics.

463. The Forms Nos. 163, 164, 165, 166 and 167 of registers prescribed in Rule 460 (*f*) and (*g*) are identical with the forms prescribed by the Board of Revenue, under the Land Registration Act, 1876 (Act VII of 1876), for the Collectorate Registers A (1), A (2), B (1), B (2), B (3) and C to which they respectively correspond. Under Rule 317 *ante*, they have been partially prepared before the commencement of the settlement operations, but in the course of these operations they will require to be thoroughly checked, corrected and probably rewritten. Columns, which are blank, will require to be filled up so far as the Settlement Department is concerned from the completed record; in all cases the thana unit will have to be corrected in accordance with Rule 695. When the registers are completed, the Settlement Officer will hand them over to the Collector for use as draft registers in rewritting Registers A, B and C. It will, therefore, be in the interests of the Collector to give as much help as possible during the operations in the preparation of these draft registers.

The thana statistical register and thana note.

464. When the compilation of statistics is complete, the Settlement Officer in major operations will bring together in a thanawar register for each thana all the statistical information required by the Collector for general administration purposes. A thana note will also be prepared at headquarters from the circle notes giving the information prescribed for insertion in Parts I and II of the final report. This will be bound up with the register. The volume should be prefaced by a table of contents and should show the names of villages excluded from the statements, if any. The volume should contain a pocket for the thana jurisdiction map, a copy of which should be placed therein. The statements which will find entry in this column are the statement of tenancies and rents, the milan khasra, crop statement and the agricultural stock statement for all villages (the thana total being struck at the end of each statement).

Compilation of agricultural statistics.

465. The Director of Land Records and Surveys will report to Government on the 1st October of each year the figures for the Province, showing in the forms (tables of agricultural statistics) prescribed by the Government of India in their circular No. 241-317, dated the 31st March 1919, read with circular No. 6840-53, dated the 8th November 1920, for each district up to the 30th June preceding—

(1) the total area cadastrally surveyed;

(2) the totals of compilations of the Milan Khasra, Crop Statement and Agricultural Stock Statement. The

statements of Settlement Officers and Collectors on which this report is based should reach the Director's office by the 1st September.

District Register of Tenures.

466. In districts where the distribution of estates or tenures is complicated, the Settlement Officer may prepare a District Register of Tenures containing the name or description of the estate or tenure, its possessor, the villages in which it lies, with or without such other information as to the land in the immediate possession of the estate or tenure-holders, the area sublet and the rent, if any, a distinction being made between raiyats and tenure-holders, etc. Sample forms are given in Nos. 172 and 173.

CHAPTER XII.—Fair-copying of the Record and Printing.

467. When the record has been carefully scrutinised, it should be fair-copied or printed. Fair-copy or printing.

468. In district settlements the record will ordinarily be printed. In other operations it will be printed with the sanction of the Director of Land Records and Surveys. When printed.

469. (*a*) (*i*) In districts Settlements, the following number of copies of the records besides those provided for in the standard service Number of

Correction slip No. 78.

Calcutta, the 21st April 1942.

Part II, Chapter XII, Rules 469 and 470, pages 119-120.—

1. *Rule 469* (*a*) (*i*).—(*a*) *Delete* the existing entry against item (*4*) and *substitute* in its place "Collector's second copy which can also be used by the Sadar Subdivisional Officer.....1 copy".

and *correct by hand* the total to "9 copies".

(*b*) *Insert* also the following as a sub-paragraph before the existing sub-paragraph :—

"In addition, an extra copy for each outlying subdivisional officer will be required."

Rule 469 (*a*) (*ii*).—For the figure "3" against item "(5) sale copy" *insert* "2" and *correct by hand* the total to "7 copies".

(*c*) Before the existing sub-paragraph, *add* the following as a separate sub-paragraph :—

"For the landlord's copy, only his khatians and khatians subordinate thereto should be printed. In an estate managed khas by the Collector, the landlord's copy should not be printed as the Khas Mahal Department will get one or two extra copies under rule 470".

[3] Landlord's copy.

Correction slip No. 3, dated the 8th July 1936.

(1) (*i*) Part II, Chapter XII, Rule 469 (*a*) (*i*), page 119—

At the end of the rule *add* the following—

"Before the records-of-rights are printed it should be ascertained whether accommodation can be provided for the copies intended for the use of the Munsifs".

The Revisional copy should be kept marked and sealed as the "Revisional copy."

(*b*) When the record is fair-copied by hand only, the first three copies are required.

(*c*) When an Advances Recoverable operation is undertaken, the Director of Land Records and Surveys in consultation with

the local authorities, should determine if the records are to be printed and if so how many copies are required.

Number of occasional copies required.

470. Both when the record is fair-copied and when it is printed the following occasional numbers will also be required:—

(1) copies for Khas Mahal Department of the record, relating to Government estates and Temporarily-settled estates under khas management—7;

(2) additional copy for each entire group of persons with separate collections either in the landlord's or tenant's column of the khatian—1.

Copies for the Khas Mahal will be arranged either mahalwar or mauzawar according to the directions of the Collector.

In binding these copies sufficient interleaving blank khatian forms will be included to allow space for additions to or mutations of holdings and in addition at least 10 per cent. blank forms at the end of each volume to allow new tenancies to be recorded by the Khas Mahal Department, as the record takes the place of Register I.

Form of final record.

471. The record will be fair-copied in the prescribed form (*vide* Form 60). When it is printed, the form must be similar. Settlement Officers in major operations may make variations if approved by the Director of Land Records and Surveys, but any material departures from the prescribed form require the sanction of Government.

Copying of special Collectorate copy.

472. Special care should be taken with the copying of the Public record or special Collectorate copy.

Insertion of plot index, etc., in public copies.

473. The Public record, the revisional copy and the other copies for the Munsif and the Collector will be bound with the List of lands in which the public have common rights or easements, irrigation list where this has been prepared, and a plot index consisting of the plot numbers serially and the khatian or khatians in which these plots are to be found.

Arrangement of Khas Mahal Department copies.

474. Of the two copies required for Khas Mahal Department under Rule 470 one copy should be arranged mahalwar and one copy mauzawar. Blank pages should be interleaved between khatians and an additional 10 per cent. blank khatians should be supplied at the end of each mahal or mauza record for the purpose of recording mutations and tenancies subsequently created.

Plot-index in the case of municipalities.

475. In the case of municipalities, the occupant of the plot must also be recorded in the plot-index. If the municipality desires further information, arrangements can be made by the Settlement Officer for supplying that information at the cost of the municipality.

Special Collectorate copy to be the final record.

476. The copy of the khatians contained in the special Collectorate or Public record is the Final Record. The khasra does not form part of the Final Record.

For the third sentence *read* "Loose copies intended for revision will be kept separate from the copies arranged in order for distribution and from sale copies". 45.3

required for free distribution should be registered separately or along with the sale copies.

478. Applications for copies of the printed records must be made and registered in the English Office. The distribution of copies will be made by the Record-keeper. In no circumstances should any money be received in the record-room. Procedure for issuing copies of printed records.

479. Rules for the custody and sale of copies of printed records both in Settlement Offices and Collectorates will be found in Appendix W. Sale of printed records.

(ii) Rule 473, page 120—*For* the words "be bound with" read "have kept with each". 45.3

CHAPTER XIV.—Final Publication.

Final publication.

480. The final records will be published under rule 58 of the Government Rules at such convenient place as the Settlement Officer may determine and left open for public inspection free of charge for at least one month. The prescribed form of proclamation is given in Form 153.

Where the Bengal Tenancy Act does not apply a similar procedure for final publication of the records should be followed and necessary changes must be made in the form of proclamation.

Certificate of final publication.

481. After final publication, the following certificate attached to the fly-leaf of the volume containing the final record will be filled up and signed by a Revenue Officer:—

Certificate of final publication.

Village { Name
Thana { No.
Pargana
District
Volume
Pages.

Certified that the record-of-rights of the interests as contained in the pages noted, of the above village was finally framed and published under* section 103A (2) of the Bengal Tenancy Act, (VIII of 1885.)
Notification No. on†
Section

The record-of-rights is contained in this volume.

Dated the *Revenue Officer.*

Certificate on pages of final record.

The certificate will be sealed with the seal of the Settlement Office. Each page of the final record will be stamped with a seal in the following form:

Record-of-rights finally framed and finally published under* section 103A (2) of the Bengal Tenancy Act, (VIII of 1885.)
Notification No.
Section

Seal.

Settlement Office.

*Entries to be retained or deleted according to the applicability of different Acts and Administrative Notifications.
†Here insert the date of final publication.

Date of certificate of final publication.

482. The certificate of final publication of any village under the general orders of the Board passed under* section 103B (1) of the Bengal Tenancy Act, 1885.
Notification No.
Section

shall be made when the *recovery* work of that village begins. In an area where no recovery is to be made, the certificate should be signed on the 1st day after the expiry on the period of one month when the records will be published for general inspection. Entries to be retained or deleted according to the applicability of different Acts and administrative notifications.

Collector's and Munsif's bound certified copies.

483. The Collector's and Munsif's bound copies should be certified to be correct copies by affixing the following certificate on the fly-leaf of the volume, bearing the autograph signature of the record-keeper of the Settlement Officer, authorised under section 76 of the Indian Evidence Act—

Village
Thana { Name / No.
Pargana
District
Volume
Pages.

The entries in this volume are certified to be a true copy of part of a record-of-rights finally framed and finally published under* section 103A (2) of the Bengal Tenancy Act (VIII or 1885.)
Notification No.
Section

Record-Keeper to the Settlement Officer of
authorised under section 76 of the Indian Evidence Act, 1872.

Each page must also be stamped with the seal of the Settlement Office.

The above procedure should also be followed when bound certified copies of the record of a whole village, estate or tenure are distributed to private parties by sale in the form of bound volumes.

Certificate of true copies.

484. Each page of the landlords' and tenants' copies, when not bound, should be stamped with the seal of the Settlement Officer, and should contain a certificate in the following form, which will bear the autograph signature of an officer authorised under section 76 of the Evidence Act, 1872.

Certified to be a true copy of
part of a record-of-rights finally framed and finally published under* section 103A (2) of the Bengal Tenancy Act (VIII of 1885.)

Seal.

Notification No.
Section
Settlement Office.

Officer authorised under section 76 of the
Indian Evidence Act, 1872.

Dated the 19 .

* Entries to be retained or deleted according to the applicability of different Acts and Administrative Notifications.

Notification of final publication.

485. As soon as final publication has been completed in any considerable area, or in special case, in single villages, the Settlement Officer should submit through the Director of Land Records and Surveys, a draft notification in the following form, for insertion in the "Calcutta Gazette":—

"In exercise of the power conferred by Section 103 B. Sub-section (3) of the Bengal Tenancy Act (VIII of 1885)* the Governor in Council is pleased to declare that a record of rights has been finally published under* "Section 103A, Sub-section (2) of the said Act in respect of every village included in the police station of in the district of

In pursuance of the Bengal Tenancy Act (VIII of 1885) Notification No.

Notification No.

Where it is necessary to notify final publication in respect of a single village or group of villages, the form will be modified to suit the circumstances of each case.

Areas with record-of-rights prepared.

486. A printed list of all areas of which a record-of-rights under the Bengal Tenancy Act is under preparation or has been finally published, together with a set of thana maps showing in colours or conventional signs the position of the areas, should be maintained in the office of the Collector as well as of the Director of Land Records and Surveys in the following form:—

Thana in which the land of the estate is situated.	Tauzi No.	Name of estate.	Name of mouza (with J. L. No.) in which the estate is situated.	Area (in acres) of estate in the thana.	Date and number of the Government notification for the survey and preparation of record-of rights.	Date of final publication.	Reference to Collectorate file and collection in which the final report of the operation has been placed.
1	2	3	4	5	6	7	8

Government estates should be marked * and temporarily settled estates †.

* Entries to be retained or deleted according to the applicability of different Acts and Administrative Notifications.

These lists and maps will be kept up to date in the manner provided in rule 59 (2) and (3), but should be brought up to date for the settlement year ending 30th September and alterations and additions reported by the 15th October.

Information about areas notified for survey and settlement and areas finally published to be given to District Judges and Inspector-General of Registration.

487. In order that the Civil Courts may enforce the provisions of sections 103B (4), 111, 147 (B), 148 (*c*) and (*d*) of the Bengal Tenancy Act, and that the Inspector-General of Registration may intimate to Registration Officers when lands should, for the purpose of section 21 of the Indian Registration Act of 1908, be described by reference to the cadastral maps and record-of-rights (*vide* rule 734), the following procedure is prescribed:—

(1) The Director of Land Records and Surveys will in November every year forward to the District Judge and the Inspector-General of Registration copies of lists of areas of which a record-of-rights has been finally published or is being prepared, corrected up to 30th September preceding (*vide* rule 486) for distribution amongst the Courts and Registration Offices of the districts concerned under them.

(2) During the following year the Settlement Officer (which terms includes the Collector as *ex-officio* Settlement Officer) will send to the District Judge and the District Registrar particulars of any areas of which a record-of-rights has been finally published after the preparation of the above lists as soon as such records are finally published.

(3) Copies of notifications ordering the preparation of a record-of-rights will be forwarded by Government to the District Judge concerned.

CHAPTER XV.—Apportionment, Computation, Recovery and Distribution of copies.

1.—Apportionment and Computation

Early report of probable cost to be made with a view to apportionment.

488. As soon as the work of survey and settlement under Chapter X of the Tenancy Act, other than proceedings under section 101 (2) (*d*), has sufficiently advanced to enable the Settlement Officer to state approximately "local" in the third incurred and how in his opinion the share to be borne by the parties should be borne, he should submit through the Director of Land Records and Survey for the orders of Government, his proposals for its apportionment. Apportionment proposals should be submitted in good time before final publication, as the certificate of final publication of any village is made when recovery of that village and the distribution of copies commence.

Expenditure to be included. Receipts to be deducted.

489. In estimating the total net cost an estimate must be made of direct and indirect expenditure. The cost of special work not debitable to settlement should be excluded. To the total thus arrived at must be added the estimated cost of maintaining boundary marks for 15 years, or such part of that cost as the Local Government may direct. Subject to further orders, the cost for maintenance of boundary marks should be calculated at Rs. 5-12 as. per square mile in major district operations or other large and compact areas, and at Rs. 10 per square mile in the case of small and scattered areas; but these rates may be varied by special orders in any given case.

From the total net expenditure as estimated, the estimated total receipts in cash and by book transfers should be deducted.

Expenditure not to be included.

490. Charges which do not represent expenditure on settlement should not be included in the amount to be recovered. These will include the pay and travelling allowances of officers on settlement duty called upon to appear as witnesses before a Court of Justice or to appear at the Departmental Examinations and also arrear pay, if any, earned by an officer for a period when he was not employed in settlement but drawn during his employment on settlement duty.

Apportionment order where necessary or where permissible.

491. In cases in which funds are advanced by Government an order for apportionment under section 114 of the Tenancy Act, must be passed. In other cases an apportionment order may be passed. In operations under section 101 (2) (*d*), no apportionment order can be passed.

Principles of apportionment. District operations and operations under section 101(2)(*b*).

492. In district settlements and in operations undertaken under section 101 (2) (*b*), the cost of which has been advanced by Government, the first thing to determine in apportioning the amount to be recovered from private parties is the share of the total net cost to be paid by the landlords or tenants. This apportionment must depend on the circumstances of each case and it is not possible to frame any general rules on the subject.

Conditions under which an apportionment order may be passed. Operations under section 101(2)(a) or (2)(c).

493. In the case of minor settlements undertaken on the application of landlords or tenants, the party applying for the survey and settlement must ordinarily deposit the cost in advance and will be primarily responsible for the whole expenses. An apportionment order under section 114 of the Bengal Tenancy Act may, however, be passed, if circumstances justify the levy of a share of the costs from other landlords and tenants. Among such circumstances would be the following:—

(1) when the other landlords and tenants were generally responsible for the state of things which necessitated the operations being undertaken in advance of the general district operations under the major settlement programme; or

(2) when they were responsible, by their behaviour during the proceedings, for raising the cost of these proceedings; or

(3) when they have received direct and substantial benefits, other than those ordinarily derived by landlords and tenants from the preparation of a record-of-rights for their lands.

Principles of apportionment. Operations under section 101(2)(a) or (2)(c).

494. In minor settlements of the class referred to in the preceding rule, where an apportionment order is under contemplation, the first thing which should be determined is the amount to be paid by the landlords and tenants generally, including the applicant. This sum should be apportioned in accordance with rules. All classes of tenants should ordinarily be included unless there are good reasons for exempting any particular class or classes. The balance of the total net cost, excluding the amount recovered under the apportionment order, will be paid by the applicant.

Illustration.—Net cost Rs. 10,000. It is decided that the sum of Rs. 5,000 shall be apportioned among the general body of landlords and tenants, and that the remaining Rs. 5,000 shall be paid by the applicant. If according to the apportionment order the applicant as landlords has to pay Rs. 1,000, he will pay Rs. 6,000 altogether. This sum will be recovered from his deposit, and the balance of the deposit, if any, refunded to the applicant at the close of the operations when the account has been closed. The apportionment order will not mention the amount payable by the applicant, but will state that the balance of the costs due, after deducting the sum recovered from the landlords and tenants, under the apportionment order, will be payable by the applicant.

Basis of computation.

495. Computation should ordinarily be effected on an area basis in accordance with the rules below. In districts where tenures and estates are complicated it may however be more convenient to complete the costs on an area basis for raiyati lands and lands in the direct possession of tenure-holders and proprietors and on a profit basis for the lands sublet. The second method should not be adopted without the approval of the Director of Land Records and Surveys.

Lands held direct by proprietors or landlords.

496. The proprietors or landlords should pay the whole of the recoverable cost of survey and record-of-rights of all lands classed as proprietor's private lands, whether such lands are occupied by tenants or not, and of all lands in their possession. If the area of waste and unoccupied lands is extensive, it may be advisable to fix a separate rate to represent the cost of surveying and preparing

a record of such lands, which would ordinarily be less than the rate for cultivated lands.

Railway lands.

497. In proceedings undertaken under section 101(1) of the Tenancy Act no recoveries of cost can be made for the survey and settlement of railway lands.

District Board and Union Board lands.

498. District Boards should get free of cost a complete set of maps for every village in the district and a copy of every khatian in which the District Board has been entered as occupant or possessor. Union Boards should also get free of cost a copy of the map of every village comprised within the union and a copy of each khatian in which the Union Board appears as occupant or possessor. Each Union Board will, in addition, be supplied free with a map of the union on the scale of 4″ =1 mile.

Apportionment between proprietors, tenure-holders and raiyats.

499. The apportionment between proprietors, tenure-holders, raiyats and under-raiyats is regulated by orders of Government under section 114 of the Bengal Tenancy Act. In submitting proposals to Government the following principles (*vide* rules 500-506) should ordinarily be followed when an area basis is adopted throughout.

Cost of permanent and temporary tenure-holders.

500. As between the different grades of landlords, the landlords' share should be apportioned thus:—

(*a*) Permanent tenure-holders whose rent is fixed in perpetuity, should pay their own share of the cost and that of the landlords superior to them.

(*b*) Other permanent tenure-holders and temporary tenure-holders whose lease has over 15 years to run, should pay $\frac{3}{4}$ths of the landlords' share and their landlords shall pay the remaining $\frac{1}{4}$th.

(*c*) Temporary tenure-holders whose lease has 15 years to run, should pay fifteen-sixteenths of the share they would pay in accordance with (*b*) above, if they were permanent tenure-holders and so on, proportionately according to the number of years of the lease to run.

(*d*) Temporary tenure-holders who do not hold on a lease or for a fixed term should pay half of the landlords' share.

(*e*) The period of the running of the lease should be reckoned in each case from the close of the agricultural year in which the record was finally published.

Costs of rent-free holders.

501. Rent-free holders should pay the whole of the landlords' share, and also the raiyats' share for lands in their own occupation.

Grades of landlords.

502. When there are several grades of landlords the calculation should be made from the lowest grade upwards.

Cost of under-raiyats.

503. Under-raiyats having occupancy rights may be ordered to pay half the raiyats' share. The share payable by all other under-raiyats and by those holding under them will be determined according to the circumstances of each case, unless it is considered desirable to exempt them from payment. It may be convenient sometimes to make a fixed charge for under-raiyats.

504. When it has been decided how the apportionment order should be framed, it will be submitted to Government through the Director of Land Records and Surveys. The apportionment order passed by Government under section 114 of the Bengal Tenancy Act will be conclusive as to how the apportionment should be made. Apportionment order conclusive.

505. The apportionment of costs should ordinarily be made according to the status of the landlords and tenants, as entered in the record-of-rights at final publication, and recovery made accordingly and at the same time. Apportionment ordinarily on basis of recorded status.

506. Ordinarily the minimum charge should be that fixed for one acre. For excess of over one acre in extent the charge on fractions of an acre less than half an acre should be omitted and fractions of half an acre and over be charged as one acre. Minimum charges.

II.—Recovery.

507. The recovery of costs is to be made one month after the commencement of final publication or as soon after as possible. Recovery will ordinarily proceed throughout the year. Time of recovery.

508. The staff for the recovery of costs should be organised under a Gazetted Officer selected by the Settlement Officer, who should be specially appointed by the District Collector, with the sanction of the Commissioner of the Division, to perform the functions of a certificate officer. Recovery will be made locally, and camps should be so arranged that their radius of action at the time is not more than 5 miles. Staff.

509. (*a*) Intimation of the starting of recovery, the position of the camps, the time during which they will be at work, and the probable amount and frequency of remittances must be sent by the Settlement Officer to the Collector of the district previously to enable the latter to make arrangements for the receipt of remittances from the camp into the nearest treasury or sub-treasury, and to make general arrangements with the Superintendent of Police for escorts of treasure. Intimation to Collector: Guards.

(*b*) After general escort arrangements have been made the Settlement Officer will send his indents for escorts direct to the Superintendent of Police in accordance with rules 662 and 672 of the Police Regulations, Bengal, 1927, Volume I.

(*c*) The Settlement Officer will make arrangements for competent camp guards composed of specially selected trustworthy persons, preferably pensioners.

510. The charge payable by each person will be entered at the time of computation upon demand forms, and a receipt must be given as soon as payment is made. It will facilitate work to fill up the receipts in full during computation; they may be stamped and signed at the time of payment. Printed receipt books of different colours for different sums, however, be employed. A strict account of receipt and distribution of all receipt books must be kept both at Headquarters and in the Recovery Camp. In the alternative a Cash Register machine, which records the amount received and grants a receipt for it, may be used. The receipt Demands and receipts.

numbers should be entered in the Demand Register of which a sample form is given in Form 159.

General notices.

511. General notices should first be served upon a whole village or other convenient area stating the date on which payments will be received and copies distributed. Vernacular copies of the apportionment order, which is the basis of computation and recovery, should be posted at conspicuous places in the area under recovery. The parties should be warned that unless they pay the cost at the time of distribution of the extracts from the khatian they will be required to pay additional sums as process-fees under the certificate procedure.

Defaulters and certificates.

512. Before a camp is moved from one centre to another, the officer in charge should make a personal visit to all defaulters, so far as possible. Special notices should be served upon defaulters, who cannot be found, with or without process-fees. If within a reasonable period after such visit or special notice payment is not made, resort may be had to the certificate procedure, but the wholesale issue of certificates for petty demands is to be avoided and recovery should be made without certificates, if practicable. The sanction of the Gazetted Officer in charge of recovery should be taken before certificates are issued, and the issue of certificates [illegible] the Settlement Officer.

Correction Slip No. 25.

Calcutta, the 8th June 1937.

Substitute the following for the last sentence of rule 514 the Manual inserted by correction slip No.

(3) Part II, Chapter XV, Rule 514, page 130—

At the end *add* the following :—

"It has been held by the Board of Revenue in Resolution No. C.P., dated the 26th August 1935, that settlement costs are a charge the lands". [illegible] by these classes at the time. [illegible] respect of [illegible] of the Survey and Settlement Manual was correct in making the persons in possession of the land of the persons originally assessed liable. They set aside the decision of the District Judge that a zamindar, who had sold up his patnidar under the Patni Regulation, was not liable for the costs assessed on the patnidar."

Kamala Ranjan Das, [illegible]

pared. The Settlement Officer will then send the list to the Collectors of the districts concerned, who will endeavour to collect the sums amicably before having resort to the certificate procedure.

Deficient or excess collection.

516. If the share which the tenants has been required to pay cannot be collected the deficit can be recovered from the proprietors or landlords, if they applied for the proceedings; if not, it must be paid by Government. If there are excess collections, the surplus may be deducted from the share of the cost to be paid by the proprietors or landlord, if they applied for the proceedings, otherwise it may be credited to Government. The Director of Land Records and Surveys may write off, without reference to Government, small items reported to be irrecoverable up to a limit of Rs. 1,000 in each case; but every such write off should

Correction Slip No. 91.

Calcutta, the 23rd July 1945.

Add the following as a note under rule 516, page 131 of the Manual:—

Note.—The expression "each case" occurring in this rule means "each irrecoverable case" concerning which there has been an assessment of cost on a particular individual or a group of individuals.

Statement showing progress of recovery.

Statement showing progress of recovery by certificates should be submitted by the Settlement Officer monthly unless the Director of Land Records and Surveys sees fit to prescribe a longer interval. This statement will be in such form as the Director may prescribe and when the Settlement Officer has left the district, it will be submitted by the Collector.

Statement after the completion of recovery.

518. When recovery work has been completed or is nearing completion, the Settlement Officer or the Collector, as the case may be, should submit a consolidated statement to the Director of Land Records and Surveys showing (1) the total amount estimated for recovery, (2) the total amount computed as recoverable, and (3) the total amount recovered up to date including the amount recovered for the maintenance of boundary marks. This will enable the Director to report to the Accountant-General the amount to be transferred for the maintenance of boundary marks.

III.—Distribution.

Distribution.

519. Certified copies of the record will in all cases, whether in Government or temporarily-settled estates, or in settlements on the application of landlords, or other operations, be distributed to the landlords and tenants free of charge. Copies of the map, except where with the sanction of the Director of Land Records and Surveys such maps have not been reproduced, will be similarly distributed. When there is any recovery of costs, the distribution will be made at the time of recovery of costs: where there is no recovery, at the time of final publication. In the latter case distribution should be made by a responsible officer such as a Revenue Officer. Under no circumstances should it be done through peons.

Distribution

Government orders each landlord or collection [illegible] tians

Calcutta, Slip No. 77.

Rule 520, page 131.—Insert the fo[illegible]*bruary 1942.*

"The landlords of tenureholders who[illegible] a sub-paragraph :—

share of survey and settlement cost is paid[illegible] fixed in perpetuity and whose maps and khatians free of charge. They will[illegible] latter will not be supplied with required by them at the rate at which such co[illegible] copies of maps and khatians [illegible]stion age he should receive only one copy of the [illegible]old to the public."

Sales of maps and khatians.

522. When the record is printed, sales of spare copies of the khatians may be made in Recovery Camps or at Headquarters at such rates as may be determined by the Director of Land Records and Surveys. Sales of vandyked maps may be similarly effected. No copies of the record or the maps should, however, be sold to persons who have not paid the demands due by them.

CHAPTER XVI.—Settlement of fair rents and decision of disputes under Part III of Chapter X of the Bengal Tenancy Act.

Government rules to be followed.

523. The provisions of Chapter VII, Part III of the Government Rules, should be carefully observed in proceedings under sections 105, 105A, or 106. The notice prescribed in rule 71 (3) of these rules will be found in Form 1, Appendix A of the Case Work Rules. The detailed Case Work Rules as laid down in Chapter XVIII of the Technical Rules and Instructions of the Settlement Department should be carefully studied.

Place where Court to be held.

524. Proceedings under these sections should, if possible, be held in the village, or at a central camp not more than three miles away from the furthest lands of the village.

In large settlements, however, when the work has usually to be taken up in the hot weather and rainy season, it is sometimes convenient to establish the Courts at the headquarters of the district, at subdivisions and munsifis, where the parties can readily procure legal advice. Local enquiries should, however, be freely made, and are essential in cases where enhancement of rate is claimed.

Employment of Gazetted officers.

525. Only experienced Gazetted officers should be employed in case work under sections 105, 105A and 106, Bengal Tenancy Act.

Principles to be followed in making over cases.

526. Applications under these sections should be kept at first in the hands of the Settlement Officer or of a special Assistant Settlement Officer. When they are made over to an Assistant Settlement Officer a formal order under Rule 42 of the Government Rules is required. The Settlement Officer should keep cases under sections 105 and 106 in his own hands, until he has mastered the difficulties and the principles involved, and he should not make them over to any assistant for decision, until he has trained him in the proper system.

Transfer of section 106 cases to the District Judge.

527. Suits under section 106 may be made over to the District Judge for disposal by the Settlement Officer, but such transfer should not be made without consulting the Director of Land Records and Surveys.

Issue of Commissions.

528. The existing orders as to the rank of the person to whom commissions may be issued by Civil Courts under sections 31 (*b*) or 158 (2) of the Tenancy Act, and as to the regulation of expenditure to be incurred on such commissions, are reproduced in Appendix E. Under Government Rule 63, these rules are inapplicable to Revenue Officers.

CHAPTER XVII.—Appeal and Revision.

Appellate and revisional authorities.

529. The authorities to whom appeals lie from the orders of Revenue Officers or who have the power of revision are mentioned in the different Laws or Regulations and in the Government Rules under the Bengal Tenancy Act. The following rules govern special cases.

Orders in objection cases.

530. No appeal lies from an order on objections under section 103A. Parties should be informed that they can file suits under section 106.

Noting of orders on revision or appeal.

531. A note of all rents settled under section 105, of all decisions of issues under section 105A or section 106 and of all orders regarding the same on appeal or revision under section 108 or section 115C and corrections of *bona fide* mistakes directed under section 115B of the Bengal Tenancy Act must be made in the final record and other public copies by the Settlement Officer or if the Settlement Officer has left the district by the Collector.

Noting of corrections after the records have been made over to the Collector.

532. After the records have been made over to the Collector, Subdivisional Officer and Munsifs the corrections or entries of results of cases to be made in the Public copies of records under section 109D or 115B will be made by the staff of the Collectorate Record room. Correction slips will be issued by the Collector's Record Keeper to Munsifs and Subdivisional Officers for incorporation in their copies of the records.

Correction of fraudulent entries.

533. It has been ruled that where it is desired to correct an entry in the finally-published records that has been procured by fraud the Settlement Officer has an inherent right to order excision of the fraudulent entry, and his act in doing so is a ministerial act, not open to appeal. At the same time the Settlement Officer should make the correct entry, leaving a note against the excised entry that it is fraudulent, and either stating his reasons in the record or making in the record a reference to a proceeding in which those reasons have been stated, as may be more convenient.

Inherent jurisdiction of Settlement Officer to correct obvious errors.

534. A Settlement Officer has inherent jurisdiction to correct obvious errors, *e.g.*, arithmetical or clerical errors, in the finally-published records.

Civil Court's orders.

535. (*a*) The Act contains no provision enabling the record-of-rights to be corrected in accordance with the orders of a Civil Court. If a Settlement Officer or a Collector is made a party to a suit in which a prayer for such correction in the record-of-rights is contained in the plaint, he should, in the course of its hearing, raise objection to that part of the plaint. In his written statement he should urge the want of jurisdiction on the part of the Civil Court to order any such alteration. Any order of a Civil Court, in a case in which the Government has been made a party purporting to order the correction of the record-of-rights is, however, binding on Government unless it is set aside. Any such order should, therefore, be brought to the notice of Government in order that the question of moving the High Court to revise it under section 115 of the Civil Procedure Code, may be considered.

(*b*) On the other hand every Civil Court trying a suit under section 106, or disposing of an appeal under section 109A, will communicate to the Collector of the district, a note of its final decision in the case for incorporation in the final record-of-rights (High Court's Rules, Civil, Vol. I, Rule 39A).

Orders under section 104H.

536. There is no provision enabling the Collector to note orders under section 104H in the record, but the Civil Court will notify any orders passed under section 104H to the Collector of the district.

Corrections of the finally published maps.

537. Whenever the Settlement Officer or in his absence the Collector desires a correction of the finally-published map to make it agree with the record-of-rights he should record a proceeding accompanied by a case map and send to Bengal Drawing Office a trace showing what modifications in the map are desired. The changes shown on these traces should then be incorporated by the Bengal Drawing Office on a blue print copy of the original map. When the Collector's stock of maps is exhausted, the corrected blue print will be vandyked and issued while a small trace of all badars will be pasted on the original to show that the new map issued is a corrected copy of the earlier map.

Corrections in the headings of maps and records.

538. When a village is transferred wholly or in part from one jurisdiction unit to another so that the name of the police-station or district printed in map is no longer correct, a slip giving the name of the jurisdiction unit with reference to the order sanctioning the transfer will be attached to the original map and to all copies of it. The Officer-in-charge of the Bengal Drawing Office will send copies of the slip to the Collector to be attached to the record of the village and to all copies of the map in the Settlement record-room and in the Collectorate.

Correction slip No. 52, dated the 31st January 1939.

Rule 539, page 135.—Substitute the following for the existing rule :—

(43) *Rule 539, page 135.*—For the words "Local Government" and "Government of India" in the last sentence *substitute* the words "Provincial Government" and "Central Government" respectively.

(i) Final reports will be submitted to the Director of Land Records immediately. When the remaining [illegible] placed on special duty for a period not exceeding six weeks to compile a supplementary volume dealing with them.

(ii) The Director will submit the final report in the following classes of settlement to Government :—

(1) all major operations,

(2) all settlements of estates, private or otherwise, of which the revenue exceeds Rs. 10,000, and

(3) all settlements under section 101 (2) (*b*) of the Bengal Tenancy Act.

Final reports of other settlements, private or otherwise, will be disposed of by the Director of Land Records and Surveys, unless they contain matters of exceptional importance.

[illegible] as above.

Area covered by final reports.

540. A final report will ordinarily be prepared for each area or estate, etc., or group of areas, estates, etc., covered by a single notification or order. In minor operations in the case of estates under settlement of land revenue the Director of Land Records and Surveys may dispense with a final report if the confirmation report contains the information required for a final report.

Particulars required in final reports.

541. The final report for the whole area under settlement should contain the following particulars, and should be accompanied by a map on the scale of 1″=1 mile or other convenient scale:—

I.—General description of the Pargana or Tract under report and statistical results.

This should include—

(i) Boundaries and areas.

(ii) Physical features and kinds of soil.

(iii) Communications, lines of rail, metalled or ordinary roads. Improvements made since last settlement.

(iv) Sources of irrigation, with statistics of area irrigated.

(v) Rainfall.

(vi) Climate.

(vii) Towns and markets. Improvements since last settlement.

(viii) Population and caste distribution. Increase of population to be shown when possible.

(ix) Particulars of cultivated lands. Increase of cultivation since last settlement to be mentioned, and details of areas occupied by each crop to be given.

(*x*) Diluvion and alluvion.

(*xi*) Proprietary and cultivating classes.

(*xii*) Classification of tenants, particulars of areas (*a*) total and (*b*) cultivated, held by proprietors and tenants, average area of raiyati holdings, aggregate rents fixed by Revenue Officers; average rent rates; *abwabs* found in existence but omitted from the record; tenant rights and their incidents, specially those of under-raiyats, effect of legislation regarding the transferability of occupancy holdings; extent of the application of section 26F of the Bengal Tenancy Act; *salami* paid on settlement of lands; produce tenancies, etc.

(*xiii*) General condition of the people and indebtedness of agriculturists.

(*xiv*) System of agriculture. In the case of winter and autumn rice the proportion of areas in which the crop is transplanted and in which it is sown broadcast to be estimated.

(*xv*) Principal products.

(*xvi*) Trades and manufactures, possibilities of economic developments.

(*xvii*) Village customs, including customs as to payment of village officials.

(*xviii*) System of zamindars' accounts.

II.—Fiscal History.

A.—Where a settlement of land revenue is being made.

Under this head should come—

(*i*) A brief account of previous resumptions and settlements and their effects.

(*ii*) An account of the working of the settlement about to expire, with the revisions and alterations of demand found necessary, and causes of such modifications.

(*iii*) Coercive processes which have been found necessary for the collection of the land revenue.

(*iv*) The extent to which proprietary rights have been affected by sale or mortgage, or other mode of transfer, during the term of the expiring settlement, as far as ascertainable, along with the amount so transferred and the price fetched.

(*v*) The average price per acre, the number of years' purchase, and the amount of purchase-money per rupee of revenue.

B.—Where a settlement of land revenue is not being made the following information should be given under head II:—

(*i*) Number and area of estates under settlement; effect of of partition and transfers.

(*ii*) Important changes since the Permanent Settlement; whether the estates are held by resident or non-resident proprietors and are managed direct or let in farm permanently or temporarily; extent and character of subinfeudation; extent of rack-renting, if any; chaukidari chakran lands and lands of similar description, if any.

(*iii*) Comparison of land revenue and rents; comparative incidence of revenue and raiyati rent; total rents payable by cultivating tenants and total revenue in important estates; middle men's profits and the incidence of profits per acre and value of property, regularity of payment of total revenue and effect of sale laws.

(*iv*) If an estate is of considerable size, its history should be traced as far as possible.

II.—An account of the survey and settlement operations under the heads of survey, record-writing, attestation, methods and principles of settlement of rents, case-work and publication, with a specification of the law and a citation of important notifications and orders under which the operations were conducted.

V.—Comparison of the condition of the tract as regards rentals before and after survey.

This should include a statement of the former and present recorded rentals, with an account of the rise in rental ascertained to have taken place during the settlement, distinguishing so far as can be done—

(*a*) the increase of assets due to extended cultivation or alluvion;

(*b*) the increase due to introduction or extension of irrigation:

(*c*) the increase due to rise of the rent rate on any class of soil other than that caused by irrigation; and

(*d*) decrease on account of diluvion.

Any special local causes which have checked or encouraged the rise in rents should also be pointed out.

V.—Financial results, including approximate division of expenses under the heads.

Traverse survey, reproduction of village maps, boundary marks, cadastral survey, khanapuri, initial recess, bujharat, attestation, objections under section 103A, final office work, including (*a*) statistics, (*b*) janch, (*c*) preparation of map, and (*d*) copying or printing,

computation and recovery of costs, supervision, supplies and services and contingencies and control.

VI.—Arrangements made or proposed for maintenance of record and permanent survey marks.[120]

Synopsis.

542. Each final report on a major settlement should conclude with a synopsis of the various recommendations made in other parts of the report with references to the paragraphs in which they are discussed. They may be dealt with in the following order:—

(1) Local, i.e., recommendations applying to the particular district and its administration (department by department).

(2) General —(*a*) regarding (defects in) the (Tenancy) Law;

(*b*) regarding (defects in) settlement procedure;

(*c*) miscellaneous.

Major settlements.

543. Every final report on a major settlement should contain a careful accounts of the extent to which tenants of the cultivating classes have been reduced, if at all, to the position of underraiyats or landless labourers and of special causes, if any, contributing to this result. If there are aboriginal tribes in the district the report should contain an account of the extent of their expropriation, if any, measures taken to check it and the extent of success achieved. The adequacy of the provisions contained in Chapter VIIA of the Bengal Tenancy Act should be examined and improvements, if any, suggested.

Length of final report.

544. The final report should not exceed a limit of 120 pages excluding the appendices without the previous sanction of Government. This limit is a maximum and may be allowed only in the case of a district where no previous report exists.

Index and glossary.

545. Every final report should have an index and a glossary of all vernacular terms used in it.

Minor operations.

546. In minor operations, information regarding extraneous matters should be reduced to a minimum. In all operations, other than district operations, the report should be accompanied by a list of the villages in each estate with their respective revenue survey, jurisdiction, or other numbers, areas and the areas settled, the parganas and thanas within which they are situated, and the dates of final publication. The name of the estate, its area and revenue, the party admitted to engage, the terms of settlement, and the date from which it takes effect should all be mentioned in the report. It should also be noticed what arrangements are found existing or have been made, as to the dates of payment of instalments of rent and revenue; whether they are adapted to local agricultural conditions such as the number and description of crops and the period of harvests, and whether they have been fixed in consultation with landlords and tenants.

547. In the case of final reports dealing with small estates, etc., separately which are not required to be submitted to Government, it will suffice for the final report if a history of the settlement and its results in all its different aspects, and the village note with the statistics therein are prepared for the area or estate. Final reports dealing with small estates individually.

548. The statistics required for final reports in major and in minor operations are contained in Chapter XI of this part. Other statistics may be given, but the forms prescribed should be practically followed. Statistics.

549. In the case of resumed estates, the settlement report should be accompanied by the resumption decree. When the settlement is of a resumed revenue-free estate and comprises subordinate rent-free tenures, it should be certified in the report that the prescribed notices were duly issued, and the cases disposed of under the provisions of section 5, Regulation IX of 1825. Resumed estates.

550. In settlement reports and returns, whenever the rate of rent is mentioned, the calculation should not be made on the local bigha, but according to acres. If it is necessary to quote an area in local measure, the equivalent in acres should always be stated. Adoption of standard of acres in reports and returns.

551. In preparing their annual and final reports, Settlement Officers should be careful to avoid the use of fractions of acres and rupees, and should further avoid the use of uncommon vernacular expressions; or when used, should explain them or give their English equivalent. Avoidance of fractions and vernacular expressions in settlement reports.

CHAPTER XIX.—The Deposit of Settlement Records in the Collectorate Record Room.

Records to be made over to the Collector.

552. The records to be made over to the Collector in major operations consist ordinarily of the following:—

(*a*) Volumes containing record-of-rights—

(1) Final record.
(2) Collector's second copy (with map).

(*b*) Thanawar volumes of final maps (with an index showing the number of sheets in each village).

(*c*) Copies of record-of-rights, and plot indexes—

(1) For sale.
(2) For revisional settlement in future.
(3) For Khas Mahal Department relating to Government estates and temporarily-settled estates under khas management.

(*d*) Copies of final maps—

(1) Sixteen-inch (for sale or use by Government officers).
(2) Mark maps.

(*e*) Mauza files.

(*f*) Case-work records—

(1) Boundary disputes.
(2) Section 103A.
(3) Section 105, section 106 and section 108 or section 115B.
(4) Section 109C.
(5) Section 104.
(6) Certificate.

(*g*) Case-work Registers.

(*h*) Volumes or Registers containing statistical and other information.

(*i*) Important correspondence, rules and general orders.

(*j*) Court-fees, Account and Miscellaneous Registers.

(*k*) Volumes of traverse data (vide rule 298).

(*l*) Khasras bound in volumes with ~~Shabakhal-list~~ showing on the outside the names of the district, thana, jurisdiction list numbers and village names. Provided they are bound serially more than one mouza may be included in one volume.

In minor operations, when the record is not printed, the map will be placed in the copy of the final record and items (*a*) (*2*), (*b*) and (*c*) (*1*) and (*2*) will not exist.

Records to be made over to—
(1) Munsifs.
(2) Subdivisional Officer.

553. When the record is printed, one copy of the record (with map) will also be made over to the Munsifs and another to the Subdivisional Officers (including the Sadar Subdivisional Officer).

Accommodation for records.

554. As soon as possible, the Settlement Officer should inform the Collector and the Judge of the amount of accommodation likely to be required for the records to be deposited with the Collector, the Subdivisional Officers and the Munsifs, so that the

necessary accommodation may be provided in the different record rooms by them in time.

555. The working copies of the record, the detailed milan khasra, etc., will be destroyed or disposed of as waste paper by the Settlement Officer when no longer required by him. When these records are sold as waste paper, care should be taken to cut them in such a manner as to preclude the possibility of use for fraudulent purposes. Destruction of working copies.

556. Loose copies of the record, when printed, including khatians and plot indexes and the maps, will be made over after counting to the Collector for sale or use by Government officers. Deposit of copies for sale or use by Government officers.

557. (*a*) One copy of the printed records with plot indexes will be made for revisional settlement in future. Deposit of

Correction slip—"Government" *substitute*

Rule 557, page 141.—For the word "Government" *substitute* rd "Crown".

II.—CHAPTER XIX.

Calcutta, the 23rd May 1938.

I. *Rule 558, page 141.*—*Add* the following sentence after the rule :—

"The records of 103 A cases will be treated as "B" class papers and destroyed after 12 years".

559. Boundary disputes will be arranged serially in bundles, according to the serial number in the Boundary Dispute Register. They will be shown thanawar in the first page of this register. Boundary disputes.

Section 103A

II. *Rule 560, page 141.*—*Delete* the existing rule and *substitute* the following in its place :—

"The 103A cases will be numbered in a thanawari serial and kept in bundles thana by thana. A list will be pasted on each bundle showing the names of villages with thana (jurisdiction) number of objections in each village. Notices

and section 106 cases the numbers of the cases contained in the volume will be shown, e.g., 150-200.

562. Case-records relating to the settlement of rents under section 104 and of land revenue are A papers and will be handed over to the record-keeper for placing in the Collectorate estate bundle. Notices not prescribed by law or by the Government rules may, however, be taken out and destroyed after final publication. Settlement of land revenue.

563. Diara records of each estate should be made over to the Collector separately to be placed in the estate bundle. The proceeding for the whole river will be placed with the estate of the lowest tauzi number on the river, but the report of every estate will have endorsed on it a reference to where the proceedings can be found. Diara records.

Correction slip No. 60.

Calcutta the 6th October 1939

I. *Rule 565, page 142.—Delete* the existing rule with correction slip No. 37 and in its place *substitute* the following :—

Case Registers.

The following registers will be made over to the Collector :—

(1) Register of Boundary Disputes and Appeals.
(2) General Register of section 105 cases (Bengal Tenancy Act).
(3) General Register of section 106 cases (Bengal Tenancy Act).
(4) Mouzawar Register of cases under section 105 (Bengal Tenancy Act).
(5) Mouzawar Register of cases under section 106 (Bengal Tenancy Act).
(6) General Register of cases under section 108 (Bengal Tenancy Act).
(7) General Register of cases under section 109C (Bengal Tenancy Act).
(8) General Register of execution of decrees for costs.
(9) Register of Result of Appeals in section 105/section 106 cases.
(10) Camp Register of section 103A objections (Bengal Tenancy Act).
(11) Register of section 115B cases (Bengal Tenancy Act).
(12) Register of fines and fine appeals.
(13) Register of certificates.

Registers (1), (4), (5) and (9) should be preserved permanently. Register (7) should be preserved for 30 years or till resettlement whichever is earlier and Register (13) for 6 years. The rest will be preserved for 12 years.

(3) Tenure Trees when prepared.

II. *Rule 566, page 142.—Delete* the existing rule and *substitute* the following :—

Statistical Registers.

The following Statistical Registers will be made over to the Collector :—

Imp
con

(1) Thana Statistical register with which thana notes will be bound.
(2) District Register of tenures.
(3) Tenure Trees when prepared.
(4) List of Revenue-paying and Revenue-free estates (Mahalwar).
(5) Village Register of revenue-paying and revenue-free estates (Mouzawar).

[illegible] with. The remainder destroyed.

IV. *Rule 568, page 143.—Delete* the existing rule and *substitute* the following rule :—

Court fee account and Miscellaneous Registers.

The following registers, etc., will also be handed over to the Collector: —

V. *Correction slip No. 34 to rule 568, page 143.—Delete* paragraph (1).

(3) Bill Book.

(4) General Cash Book.

(5) Acquittance Roll of Establishment (or disbursement certificate).

(6) Contingent Register.

(7) Treasury Pass Book (Pass Book of Settlement Department).

(8) Recovery Treasury Pass Book.

(9) Accountant's Subsidiary Registers.

(10) Register of Indirect Charges.

(11) Subsidiary Account Registers for bill for contract payment (for Job work).

(12) Files of challans of money credited at the treasury.

(13) Guard files of bills for temporary and contract establishment.

(14) Register of claims to money in deposit after sales.

(15) Certificate sale register.

(16) Certificate deposit and repayment register.

(17) Register of village record (deposited in the Record Room).

(18) Register of Registers, etc.

(19) Register of Revision Records.

(20) Stock books (tents, instruments, furniture, stationery, forms, medicine and books).

(21) Recovery Demand Register.

(22) Mouzawar Demand Register.

(23) Register of receipts, and issue of village maps.

(24) Record-keeper's register of challans and requisition for the supply of maps.

(25) Register of stock of maps.

(26) Mouzawar Register for the issue of records.

(27) Register of applications or challans and requisitions for the supply of records.

(2) He will also hand over to the Collector his Mauzawar Registers of saleable settlement records and maps. The Collectorate Record-Keeper, after inspection of the stocks, will prepare the Registers of maps and saleable records prescribed by Government (*vide* Appendices O and W) from these Registers;

(3) The Settlement Officer will also prepare a Register of revision records; and

(4) A Register of Case-work Registers, Statistical Registers, the Miscellaneous and other Registers, and volumes of Traverse Data and Section 103A Objections with columns for the number of papers or volumes, date of receipt and signature of the Record-Keeper and proposed date of destruction. Registers to be maintained permanently should be entered in one place and those to be maintained for 25, 12 years or shorter periods in other places. Sufficient space should be left between each entry to allow of several entries as regards rack and shelf number.

Duties of the Collectorate Record-Keeper. Final Record.

570. (*i*) On receipt of the volumes of the final record, the Collectorate Record-Keeper will satisfy himself—

(*a*) that the different portions of the record are actually in the volume as shown in the fly-leaf; and

(*b*) that it contains the certificate of final publication signed by a Revenue Officer and the list of authorised corrections made before final publication similarly signed. In the Collector's second copy and the Subdivisional Officers' copies, he will merely check the receipt of the volumes and maps.

Note.—The mufassal Subdivisional Officers' copies of the records will be checked on receipt there by the respective Subdivisional Record-Keepers, in the manner laid down at (*a*) and (*b*) above, for the check of the final records. The certificate of final publication on these volumes will be a copy signed by the Record-Keeper under rule 483.

Maps.

(*ii*) The Record-Keeper will have all the maps made over to him for sale and by use by Government officers counted and will check the khatians and plot-indexes for sale against the Register.

Revision records.

(*iii*) He will check the number of revision records against the Register.

Mauza bundles of volumes.

(*iv*) The mauza bundles or volumes must be checked against the fly-leaves. They will be kept permanently.

Case records.

(*v*) Case-records must be checked against the registers and against the fly-leaf of each file and treated in accordance with

Correction Slip No. 71.

Calcutta, the 10th July 1941.

Sectio Objec

Rule 570, page 144.—Substitute the following for existing clause (*vii*): —

Classifi of re

"(*vii*) Records of cases under sections 105 to 108 and 115B of the Bengal Tenancy Act will be treated as coming under Class II of Part III of the High Court's Civil Rules and Orders, Volume I, and destroyed after the expiry of the periods specified in rule 552 of the said rules in respect of records of such class. Records of cases under section 109C and of objections under section 103A will be treated as B papers and destroyed after 12 years."

(viii) The other volumes, registers and papers will be simply counted and checked against the lists supplied by the Settlement Officer. Remaining registers and volumes.

571. The bound volumes of the record, the village maps, and the thana Statistical Registers should be placed in the Collectorate record-rooms where they will be easily accessible. Location of final records in the record room.

572. Arrangements for making over records, etc., to the Collector will be made as soon after the commencement of case-work as possible. The sanction of Government is required for the temporary establishment to be entertained for this purpose. It will ordinarily include, besides the staff required for taking Arrangements for making over records.

Correction slip No. 89.

Calcutta, the 24th January 1945.

Rule 572, page 145.—*Insert* the following as a sub-paragraph :—

"No additional staff need be entertained after revisional operations, if the requisite staff of record keeper and other assistants already exist for the Collector's record room."

Part III.—Settlement of Land Revenue.

CHAPTER I.—Preliminary Instructions for Settlement of Land Revenue.

Settlement of land revenue.

573. The chief object of a settlement of land revenue is the determination of the amount of revenue payable by proprietors, tenure-holders and raiyats directly to Government, whether under the denomination of revenue or rent. All payments made to Government as the paramount power are revenue, while such payments if made to Government as landlord are "rent" and also "revenue" within the meaning of clause (*d*) of section 101 (*2*), Bengal Tenancy Act. The general principles to be followed in such a settlement are that wherever the relationship of Government and the lessee is regulated by a contract, Regulation VII of 1822 should be applied to fix the revenue, and in all other cases, where the statutory relationship of landlord and tenant exists, the rent [which is also revenue within the meaning of section 101 (*2*) (*d*), Bengal Tenancy Act] should be settled under Chapter X, Bengal Tenancy Act.

Land permanently settled.

574. The revenue of the greater part of the territories subject to the Governor of Bengal, having been fixed in perpetuity by the Regulations of the Permanent Settlement, is not liable to alteration or re-settlement.

What lands.

575. The following lands are, however, liable to assessment first, those in which the proprietary right vests in Government; and second, those which are the property of private persons.

(45) *Rule 575, pages 147 and 148.*—For the word "Government" whenever it occurs in the rule *substitute* the word "Crown".

I.—The proprietary right vests in Government in the case of the following lands:—

(1) Waste lands which have never been settled.

(2) Lands escheated in default of legal heirs or claimants.

(3) Lands forfeited to Government for certain offences against the State.

(4) Islands thrown up in navigable rivers. (Under certain conditions such islands belong to Government by law—*See* Chapter VII of this Part.)

(5) Lands purchased by Government.

(6) Lands acquired for public purposes.

(7) Lands appropriated by zamindars for the maintenance of thanas or police establishments (other than resumed chaukidari chakran lands, which are not detached from the estate to which they formerly appertained) when resumed in consequence of the proprietors having been relieved of police duties (see clause 4, section 8, Regulation I of 1793).

(8) Land annexed by conquest when proprietary rights have not been recognised as vesting in private individuals.

(9) Land not included within the limits of an estate at the time of the Decennial Settlement and in which Government has not subsquently recognised the proprietary right of any individual.

II.—The proprietary right vests in private individuals in the case of the following lands which may come under settlement:—

(1) Lands, the land-revenue of which has been temporarily settled with the proprietors.

(2) Resumed revenue-free lands.

(3) Resumed towfir lands, *i.e.*, lands which at the period of the Decennial Settlement were not included within the limits of an estate for which a settlement was concluded with the owners, but in which Government has subsequently recognised the proprietary right of some individual.

(4) Alluvial accretions to temporarily or permanently settled estates.

The process of settlement, however, is not materially affected by the class to which the estate belongs in respect of proprietary right. That question has an important bearing on the calculation of the Government share in the assets and on the selection of the person to be held responsible for payment of the Government revenue; but the operations of measurement, enquiry into amounts of current rents or rates of rent, and the process of record of the rights and interests of tenants are not affected by the class of the estate, *i.e.*, whether Government or private.

Waste lands.

576. (1) The rules in this Manual do not apply to settlements of waste lands (such as the Sundarbans or the Darjeeling Terai) which are governed by the rules for the waste-land grants (*see* Waste Lands Manual). But they apply to waste-lands comprised in, and forming part of, an ordinary estate or tenure, which are settled as parts of such estate or tenure and not according to the waste land rules.

Special rules for the survey and settlement of alluvial accretions will be found in Chapter VII of this Part.

Bargadagi system.

(2) The method called the "Bargadagi" system of survey should be adopted in initial raiyatwari settlements of Government char or waste lands wherever there are no strong reasons to the contrary. This system is explained in Appendix Q.

Classification of land revenue settlements.

577. As regards the laws and procedure under which they are conducted, land revenue settlements can ordinarily be divided into three classes:—

(1) Settlements of rent under Chapter X of the Bengal Tenancy Act, coupled with the settlement of land revenue under the Regulations.

(2) Settlements of land revenue and the record of existing rents under the Regulations, when it is decided not to take action under the Bengal Tenancy Act. In such cases rents of occupancy raiyats can only be

enhanced by contract under section 29 of the Bengal Tenancy Act.

(3) Summary settlements of land revenue, merely in lump sums without a record of raiyati rents or rights.

In Darjeeling, the Bengal Tenancy Act is not in force, and rents can only be enhanced under Act VIII of 1879 read with Act X of 1859.

Settlements of the first class.

578. It has been ordered by Government that unless there are special reasons or the tract is unoccupied, the first method of settlement of land revenue should ordinarily be adopted.

The sanction for these settlements is to be found in Regulations VII of 1822, IX of 1825 and IX of 1833 as regards the settlement of land revenue with a settlement-holder and in the Bengal Tenancy Act and the rules made by the local Government under that Act as regards the settlement of fair rents.

Settlements of the second class.

579. The second method is sufficient to enable a record of existing rents and rights to be prepared and to provide for the determination of the land revenue demand. It is not, however, possible to enhance rents, except by registered agreement (if permitted by the provisions of the Bengal Tenancy Act) or to make the record as authoritative as a record-of-rights prepared under Chapter X of the Bengal Tenancy Act.

This procedure should be adopted only in cases where it is not intended to enhance existing rents or where it is intended to enhance them only by registered agreement, where such enhancement is permitted by the provisions of the Tenancy Act.

580. Settlements of the third class include—

Settlements of the third class. Colonisation

(*a*) Settlements of uncultivated and unoccupied lands, *i.e.*, colonisation by the Collector as landlord (*vide* Part IV, Chapter VI).

(*b*) Settlements by contract of alluvial lands, such as an island thrown up in a navigable river, of which possession is taken on behalf of Government. Such lands may be leased to a farmer for grazing purposes for a term of years at a lump rental if the lands are not yet fit for cultivation.

(*c*) Summary settlements under the Regulations continuing previous engagements.

CHAPTER II.—Resumption Proceedings or Assessment to Revenue or Rent of Lands held Revenue-free or Rent-free.

Powers of resumption and assessment.

581. (*a*) When a settlement of land revenue is being made and proceedings under Chapter X of the Bengal Tenancy Act have been initiated, the Revenue Officer is bound under section 104 (*b*) of the Act to settle a fair rent for any land in respect of which he has recorded that the occupant is not entitled to hold it without payment of rent. Under section 191 of the Act he may in certain cases when settling land revenue settle a fair rent for any tenancy held rent-free notwithstanding any contract between the landlord and the tenant.

(*b*) If land is claimed free from assessment of land revenue as well as of rent, and if the Settlement Officer thinks that the title is invalid and that Government's claim to assess revenue is not barred by limitation, he should apply to be invested by Government with powers to take action under Regulations II of 1819 and IX of 1825 and should then proceed under these Regulations.

under what Acts to be taken.

582. Proceedings to resume and assess holdings or tenures which the occupants do not hold as squatters, but claim to have a right to hold without payment of rent, or at a rent fixed for ever should be taken under Regulations II of 1819 and IX of 1825 as modified by Regulation III of 1828. In order to enable Settlement Officers who are acting under Regulation VII of 1822 to take action in regard to such tenures, they must be vested with the powers of a Collector under Regulation IX of 1825.

Notice to be issued when proceedings taken under the Regulations.

583. The Settlement Officer should in all cases in which it is proposed to take action against such tenancies, issue the notice prescribed by clause 2, section 5, Regulation IX of 1825. After the expiration of the time specified in the notice he should issue a fresh notice under clause 4 of the same section and take up the claims in the manner enjoined by law.

Title to be held rent-free when admissible.

584. If the rent-free or mokarrari title appears to be unimpeachable, the facts should be reported to the Commissioner, who will review them and record a proceeding, which will form part of the settlement record. If the Commissioner's proceedings confirm the Settlement Officer's conclusion, no further proceedings will be taken; the tenancy will be admitted to be rent-free or mokarrari. Under Regulation I of 1829 Commissioners exercise the powers conferred on the Board by the above-quoted regulations.

Procedure if title is invalid.

585. If in the opinion of the Settlement Officer the title is invalid, he should report the case for the orders of the Commissioner and on receipt of orders confirming his decision he should proceed to assess it under sections 21 and 22, Regulation II of 1819, as modified by section 10, Regulation III of 1828.

No procedure to be taken if barred by limitation.

586. No tenancy should be brought under assessment in the course of settlement proceedings, where the facts show that a civil suit for resumption would be barred by limitation.

Resumption barred in certain cases.

587. No tenancy, therefore, which has been held rent-free or at a fixed rent since the Permanent Settlement can now be assessed and no resumed tenancies are entitled to the favourable terms of settlement prescribed by clause 2, section 8, Regulation XIX of 1793. If in any case, however, the Collector or Settlement Officer thinks that favourable rates of settlement should be granted to the holder of a resumed tenancy, he should report the case specially for the orders of the superior revenue authorities.

Procedure in estates acquired by Government.

588. In escheated, forfeited and other such estates where Government merely steps into the rights of a former proprietor, the provisions of clause 6, section 2, and of the thirty-three [illegible] of Regulation VII of 1822 are made applicable (47) *Rule 588, page 151.*—For the word "Government" in the first sentence *substitute* the word "Crown".

be employed in such estates for the resumption of rent-free and other tenancies under 100 bighas. The Collector must in such cases proceed by civil suit, and the onus is on him to show that at some time since the Permanent Settlement the tenancy formed part of the revenue assets of the estates, and that the suit is not barred by the law of limitation under section 28 of Act XV of 1877.

Procedure in minor settlements.

589. On the occurrence of resumption cases in settlements on a small scale, it will be sufficient to enter them in the Collector's Register No. 8 of Miscellaneous Cases. The third heading of that register, "Abstract of case," will admit of entry of all the details which were shown in the headings of old Register 3 *(i.e., date of the Board's sanction to the institution). As the Board's sanction to the institution of resumption proceedings is no longer required, heading 6 of closed Register 3 need not be reproduced in the "Abstract of Case." When settlement proceedings are undertaken on a large scale, it will be desirable to make a separate statement in the form of the closed Register 3 of the resumption proceedings conducted in connection therewith.

*The main headings of closed Register 3 were—names of parties including claimants, date of institution of case, names of pargana and village, and area of land, how the case originated, date of Board's sanction to the institution, date and purport of Collector's opinion, date and purport of Commissioner's order.

CHAPTER III.—Land revenue demand and determination of assets and allowances.

Classification of demand.

590. The land revenue demand is differently constituted and may vary in amount according to the class of settlement, i.e.,—

A.—Where the assessment is made on proprietors under Regulation VII of 1822.

B.—Where Government is the proprietor and revenue or rent is assessed on tenure-holders, or on the raiyats of khas mahals direct.

C.—Where Government is the proprietor and the revenue or rent is assessed under Rule 595 on a tenure-holder or other lease-holder whose relations with Government are fixed by a special contract.

Assets in proprietary estates.

591. In the case of class A the assets are (*i*) the rents payable by raiyats to the proprietors or to tenure-holders, (*ii*) the fair rent assessed on land held in direct possession by tenure-holders, if any, (*iii*) the annual value fixed by the Settlement Officer on land held by the proprietor in direct possession, if any, (*iv*) miscellaneous item of income (*sair*), such as *jalkar*, *phalkar*, *hât* dues and the like. Rights in minerals are not included in the assets. The State has reserved to itself full rights in minerals. A clause in the prescribed form reserving these rights should always be inserted in the kabuliyats taken from the proprietors or farmers in temporarily-settled estates (*vide* Appendix N).

Assets in Government estates.

592. In the case of class B, the assets are the rent fixed as payable by the raiyats, or, in case tenure-holders intervene between Government and the raiyats, the rents fixed as payable by them which are based on the assets of the tenures as laid down in Rule 591. In case of class C, the assets will be determined according to the nature of the contract.

Authorised allowances.

593. In the case of the first class of settlements it is necessary, before calculating the land revenue demand, to exclude from the assets any authorised allowances, such as those for embankment repairs, patwaris, and the like unless in the case of embankment repairs an additional percentage of the gross assets is allowed for that purpose. If it is necessary to make provision for the maintenance of village police, as may still be required in some estates, the District Magistrate will, on application, inform the Settlement Officer whether the provision should be in land or money and what number of police are required for each village, and the Settlement Officer will make provision accordingly, deducting the amounts from the assets.

Land revenue demand in estates settled with proprietors.

594. In estates which are not the property of Government, other than resumed revenue-free estates (assessed in accordance with clauses 2 and 3 of section 8 of Regualtion XIX of 1793), the land revenue demand will be assessed by dividing the assets, after deduction of the allowances referred to in the preceding rule between the proprietor and Government in such proportions as the Government may from time to time direct. In resumed estates settled with the proprietors and in settlements of alluvial accretions

settled with the proprietors of the parent estate, a consolidated allowance of 30 per cent. after deducting the authorised allowances, if any, referred to in rule 593 has been prescribed. (*Vide* letter No. 1917, dated the 8th September 1874, from the Government of Bengal in the Revenue Department to the Board of Revenue).

With special tenure-holders.

595. In an estate the property of Government, where there is a tenure-holder or other lease-holder whose relations with Government are fixed by any special contract the land revenue will be assessed under the appropriate Act or Regulation in accordance with the conditions of that contract and the orders of Government then recorded, if any. It will not be settled under the "Government estates" Tenancy Act.

With raiyats or tenure-holders.

(48) *Rule 596, page 153.*—For the words "Crown estates" ... where there is no such tenure-holder above, and where settlement is made direct with raiyats or tenure-holders, the land revenue demand will be the fair rents settled under the Tenancy Act on all tenancies held direct under Government.

With farmers.

(49) *Rule 597, page 153.*—For the word "Government" in the first sentence *substitute* the word "Crown".

... Government estates when such estates are not held ... to accept settlement the land revenue, including mahsana, will ordinarily be the assets less 20 per cent. allowed for collection expenses and farming profits, after deducting in the case of proprietary estates let in farm the authorised allowances, if any, referred to in rule 593.

Consolidated allowances may be varied.

598. If in any particular case, looking to the allowance hitherto made in the particular estate under settlement or for any other good reason, the allowances as fixed above appear to be unduly high or low, the Board or Government may, at their discretion, alter the allowances. The limit to which the allowances may be raised is 50 per cent. in special cases. It is desirable that in all cases the allowances should be liberal and such as to content the farmer or proprietor concerned, and to leave him no excuse for attempting to levy irregular exactions.

Distribution of allowances.

599. The allowances will ordinarily be divided between the proprietors and tenure-holders, if any, having regard to any special conditions of the tenures, which may be binding on Government.

Progressive enhancements.

600. Progressive enhancements are not to be based on prospective improvements, but are to be treated as the natural mode of easing off the harshness of a large and sudden rise in the demand.

Rules for

601. The following rules have been laid down for the exemp-

(50) *Rule 601, page 153.*—For the word "Government" *substitute* the word "Crown".

Lists of improvements.

602. In settlements of temporarily-settled estates the Settlement Officer will prepare for every village a list of the improvements which have been made at private expense by the proprietors or settlement-holders, including improvements which have been made with the aid of a loan from Government. This list shows—

(*a*) the nature of the improvements;

(*b*) the area of the land benefited thereby;

(*c*) the cost of the improvement, initial and recurring; and

(*d*) the estimated annual value of the land to the maker of the improvement (1) before the improvement was made, and (2) after it was made.

Calculation of term of exemption and certificate.

603. The Settlement Officer will calculate in respect of each improvement the number of years within which the maker of the improvement will be able to recoup his outlay thereon, together with interest at the rate of 6¼ per cent. per annum, from the increase in the value of the land due to the improvement. He will fix the period of exemption as a term of years 50 per cent. in excess of the number of years thus arrived at, subject to a maximum of 30 years. A certificate regarding the period of such exemption shall be granted to the maker of the improvement.

Tenure-holders.

604. In the case of tenure-holders in Government estates, the same principles will be followed in respect of the exemption of improvements from assessment as in the case of proprietors of temporarily-settled estates.

Raiyats.

605. No enhancements are claimable for improvements made by raiyats, under the Bengal Tenancy Act. Where that Act is not in force, the same principle should be observed.

Exclusion of certain kinds of leases.

606. The preceding rule will not apply to raiyats holding under a lease or contract falling under provisos (*i*) and (*ii*) to section 178 of the Bengal Tenancy Act. In such cases the assessment of improvements will be governed by the conditions of the lease or contract, or by the law or custom applicable to the estate, or by the rules, if any, sanctioned by the proper authority for the estate.

NOTE.—The term "improvements" means improvements as defined in Section 76 of the Bengal Tenancy Act.

Malikana.

607. The allowance for malikana is regulated by section 5, clauses (2) and (3) of Regulation VII of 1822, and should be fixed as follows:—

(*i*) Settlement is to be offered to the proprietor of the estate in all cases, except where, as contemplated by the last clause of section 3, Regulation VII of 1822, it is considered inexpedient to do so. Such cases are to be specially reported to the Board, who will refer them for the orders of Government.

(*ii*) If settlement is not offered, as above, to the party who would be otherwise entitled to it, he shall receive malikana amounting to not less than 5 per cent. on the net amount realised by Government from the lands, which, under the last clause of section 3 of Regulation VII of 1822, may either be held khas or let in farm. The percentage which it is proposed to allow shall be reported to the Board. It shall not, except with the special sanction of Government, exceed 10 per cent., *vide* section 5 (2), proviso I, Regulation VII of 1822. The percentage at which the amount of malikana is to be allowed shall be fixed at the time of settlement, but the annual amount to be paid to the excluded proprietor will be adjusted yearly when the actual receipts and cost of collection have been ascertained.

(*iii*) When settlement is offered to the proprietor, and he has been called upon to state, and has stated the highest amount of revenue for the payment of which he is willing to engage, the allowance for malikana will, if his offer is not accepted, ordinarily and in the absence of special reasons to the contrary, be 10 per cent. of such amount (*vide* section 5 (3), proviso I, Regulation VII of 1822).

If the proprietor fail to specify any amount, the allowance ordinarily and in the absence of special reasons to the ary, be 5 per cent. of the net revenue derived by Government the estate on account of the year preceding that in which proprietor was called upon to specify an amount. The net nue derived by Government will be: (*a*) the annual revenue by the proprietor during the last settlement, if the estate held by the proprietor: (*b*) if it was held in farm, the amount by the farmer for the year preceding that in which the pro- tor was called upon to specify an amount or (*c*) if held khas, actual amount realised from the tenants for the period speci- in (*b*), less the cost of collection (*vide* section 5 (3), proviso Regulation VII of 1822) to be ordinarily calculated at the rate 10 per cent. of the rent-roll of the year preceding that in which requisition is made.

(*v*) It is of great importance that there should be no delay calling upon proprietors to specify the sum at which they will e settlement, in order that the amount of malikana may, in case referred to in clause *iv*, be fixed upon the revenue of the ate as it stood in the year before that in which the new settle- nt came into effect.

(31) *Rule 6/4, page 154.*—For the word "Government" the word "Crown".

Separate accounts of temporarily-settled estates under resettlement.

608. In temporarily-settled areas that are under resettlement land revenue, the Collector will furnish the Settlement Officer th details of all existing separate accounts. The Settlement ficer will report to the Collector for such action as the Collector ay deem necessary under section 74A of Act VII (B.C.) of 76, all cases in which separate accounts opened do not represent isting facts, e.g., where a separate account has been opened nder section 10, Act XI of 1859, in respect of a share in a joint ndivided estate, and the Settlement Officer finds that the parties ave subsequently made a private partition of the lands of the state, and the separate-account holder is in possession of a speci- portion of the lands of the estate. In such cases calculation of the share of revenue payable by the separate-account holder need not be made till further instructions are received from the Collector. The Settlement Officer will prepare and include in his final report a statement showing the share of new revenue which would be payable by the holder of each separate account in the proportion which the assets of the separate-account holder bear to the total assets of the estate.

CHAPTER IV.—Selection of Settlement-holders.

Settlement Officer to select.

609. It is the duty of the Settlement Officer vested with powers under Regulation VII of 1822 to determine with whom the settlement shall be made, and to adjust the terms, subject to revision by the superior Revenue authorities. The forms of leases to be executed are given in Appendix N. When any waste land in an estate is excluded from settlement under section 8, Regulation VII of 1822, or otherwise, the appropriate form should be amended so as to exclude such land from the lease.

Defaulting estates not to be settled with proprietors.

610. The former proprietors of estates purchased by Government at a sale for arrears of revenue are not to be admitted to settlement as farmers, unless it should clearly appear that the sale of the estate was not caused by any oppression or mismanagement on their part.

Private estate to be settled with proprietors.

611. The settlement of temporarily-settled estates, the property of private individuals, is to be offered to the proprietors, and careful attention should be paid to the provisions of section 10, Regulation VII of 1822.

Resumed estates to be settled with proprietors.

612. The settlement of resumed lakhiraj estates, should, as a general rule, be made with the proprietors.

Excess lands to be settled with owner.

613. The settlement of excess or towfir land should be made, as in the case of private estates, with the party who may prove his right to settlement [*vide* Rule 361 (iv)].

Alluvial accretions to be settled with parent estate.

614. The settlement of resumed alluvion should be made with the proprietor of the estate to which it is an increment. Such settlement is to be temporary unless otherwise desired by Government in any particular case. Whenever settlement is not made with the owner of the proprietary right, he is entitled to malikhana.

Agreements or leases to provide for the construction of embankments, cross bunds or dams.

615. In the case of the first settlement of a temporarily-settled estate with the proprietor and in all cases of estates or lands let out on such terms as permit of the insertion of new conditions on renewal of the leases,* the agreements or leases should clearly provide that whenever the Collector will declare that construction of new, or repairs to existing, outer embankments, cross bunds or dams, or both, are necessary for the protection of the lands of the estate or area under settlement, the lessee shall make such construction or repairs according to the dimensions and specifications approved by the Collector and shall maintain them in proper repair to the satisfaction of the Collector, who shall have power to inspect the works himself or through an officer duly authorised by him. The lessee shall have, however, a right of appeal to the superior revenue authorities against the order of the Collector under this rule.

Issue of notice to the person entitled to settlement.

616. When all the arrangements for making a settlement have been completed the Settlement Officer will issue notice to the person entitled to settlement and call upon him to execute

*Cf. Government order No. 1148 T.—R., dated the 26th September 1930, and enclosures, and No. 152 T.R, dated the 7th May 1931 and enclosures.

Correction Slip No. 58.

Calcutta, the 11th July 1939.

Add the following as rule 616A at page 157 of the Survey and Settlement Manual :—

616A. In concluding settlement of temporarily-settled estates the following procedure should be followed :—

(*a*) When all the persons entitled to settlement appear and accept settlement of the estate at the revenue assessed, a joint proprietary settlement will be made with them on their execution of a lease in Form No. 1 in Appendix N.

(*b*) When some of the persons entitled to settlement appear and accept settlement while others remain absent, a proprietary settlement of the entire estate will be made with those present on behalf of all the proprietors on their executing a lease in Form No. 1 in Appendix N.

(*c*) When some of the persons entitled to settlement appear and accept settlement while others although present decline to accept settlement on the revenue assessed, a proprietary settlement in Form No. 1 in Appendix N will be made with the engaging proprietors to the extent of their respective shares and for the shares of the non-engaging proprietors a separate farming lease in Form No. 2 in Appendix N will be concluded with the engaging proprietors for a period not exceeding 10 years.

(*d*) For proprietary settlement of Sundarban lots held under the Waste Land Rules of 1853 a special form is used (Appendix C, Chapter 2, the Bengal Waste Land Manual, 1936).

[illegible] discretion as regards the requisition of security, with due reference to the means and character of the farmer. When the farmer is a person of known integrity and

(53) *Rule 619, page 157.*—For the word "Government" in the first sentence *substitute* the word "Crown".

of Act III(B.C.) of 1913. As property situated in other provinces cannot be attached under this Act, Collectors should make certain that the sureties of farmers possess sufficient property within the jurisdiction of the Governor of Bengal to make good the amount for which they undertake to become responsible. The form of the security bond is Form No. 4, Appendix N. This security should also be taken from farmers in temporarily-settled estates.

620. It occasionally happens that the duty devolves upon [illegible]

(54) *Rule 620, page 157.*—For the word "Government" in the first sentence *substitute* the word "Crown".

[illegible] convenient and unobjectionable to give such a share in farm to the co-sharers in the estate, so as to avoid the inconvenience to the tenants of having to deal with more than one landlord.

CHAPTER V.—Period of Settlement.

Permanent settlement.

621. No estate should be permanently settled, unless the holders have a clear statutory right to such a settlement.

Resumed revenue-free estates.

622. Under the orders embodied in the Board's Circular No. 6 of January 1866 (reproduced below), all proprietors of resumed revenue-free estates in permanently settled districts are entitled to permanent settlement:—

(*i*) It has been decided by the Governor-General in Council* that clauses 2 and 3 of section 8 of Regulation XIX of 1793 lay down rules for calculating the revenue to be fixed on resumed zamindari lakhiraj tenures, and provide that, if the proprietor agrees to the amount so fixed, he and his heirs and successors shall hold the land at such fixed revenue for ever. There is no power to make any reservation on account of any particular sort of profit, or any one or more of resources of the land, and no power to reserve a right of future increase on any account whatever. The jama must be assessed once and for ever as the whole demand of the State as its share of the profits and resources of the land of whatsoever description. The only way in which any enhancement above the first year's revenue is allowable is by the fixing of a progressively increasing jama which is allowable only when part of the land is uncultivated, and must be definitely fixed at the time of settlement under certain reasonable restrictions.

(*ii*) In accordance with this construction of the law on the subject, the Governor-General in Council has deliberately declared that "the proprietor of a resumed lakhiraj estate in a permanently-settled district is entitled to a permanent settlement thereof, based on the assets as existing at the time of resumption."

(*iii*) The Governor-General in Council has further resolved that these principles shall be applied immediately to the case of all resumed revenue-free estates which, under any different interpretation of the law, are now settled for a term of years only, instead of being settled permanently.

Term of settlement in temporarily settled estates.

623. The term of settlement of revenue with proprietors in the case of each regular settlement will be fixed by the confirming authority, *vide* rule 631. Regard should be had to the rules below in fixing the term of settlement. They will indicate the shortest period for which it will ordinarily be expedient to settle the estate.

Term of settlement in Government estates.

624. When an estate, the property of Government is to be held under direct management, dis[illegible]nment" in the first fixing the period of a settleme[illegible] provisions of the Tenancy Ac[illegible] of Bengal Act VIII of 1879. Under the Tenancy Act the [illegible]hancement of the rents of tenures and occupancy holdings wi[illegible] fifteen years and of non-occupancy holdings within five year[illegible] previous settlement or enhancement is inadmissible. Under [illegible]al Act VIII of 1879, rents are not ordinarily liable to enh[illegible]ent for ten years. In ordinary cases the period prescribed [illegible]ese Acts should be adhered to, the

* Order of Government [illegible]gal, No. 444, dated the 13th January 1866.

term of the settlement being fixed so as to correspond with the term for which the rents of occupancy holdings must remain unaltered. But the adoption of this term will not affect the right of Government to revise the rents of non-occupancy raiyats within that term, or to assess additional rent for lands taken up by all classes of tenants in excess of the area originally settled with them. It may sometimes be unnecessary or inadvisable to exercise the right of revising non-occupancy raiyats' rent at the end of every five years, but care should be taken in all cases to levy a fair rent for excess lands brought under cultivation.

Term of settlement in char lands.

625. In dealing with some char and diara lands, where land on its first appearance is often poor in quality, but rapidly becomes more valuable by the deposit of silt, and where the culturable area itself is liable to constant change and where fresh lands of great fertility are continually becoming available, the adoption of the term prescribed in the preceding rule may be unfair to Government. In such cases, therefore, settlements may be made, with the approval of the Director of Land Records and Surveys, for a shorter term, or from year to year for an indefinite period, in order that Government may step in and enhance rents or add new rents whenever it is considered equitable to do so, in accordance with the special provisions relating to char and diara, which are contained in section 180 of the Tenancy Act.

In the cases of the first settlement of island formations, however, the orders of the Board should be obtained in accordance with section 3, Bengal Act IV of 1868.

When long leases may be given.

626. On the other hand, when the raiyats are persons of substance and the land is in such condition that no further improvement is to be looked for without the outlay of capital, leases may be longer than the normal period. When the land is overrun with jungle, and much labour is required to clear it, long leases may be given. In leases for cutting jungle (as distinct from leases for reclamation and cultivation), grazing, gathering jungle produce, etc., the accrual of occupancy rights can be barred in the contract until the expiry of the lease, under section 178 of the Tenancy Act and a clause to this effect, barring the right to cultivate, should ordinarily be inserted.

When leases are required.

627. When settlements are made direct with the raiyats or tenure-holders of a khas mahal, no leases or kabuliyats are necessary, but copies of the record-of-rights are given to the raiyats. An exchange of pattas and kabuliyats should, however, be made in the case of tenure-holders who have special liabilities or special rights, or when necessary in the case of tenants of any other grade. If leases are given to non-occupancy raiyats, or to tenants of town lands, they should be given in the forms prescribed in the Government Estates Manual.

(56) *Rule 623(i), page 159.*—For the word "Government" in the first sentence *substitute* the word "Crown".

[illegible] as a rule, such leases should be for a period of not less than 15 years.

(ii) In the case of temporarily-settled estates, the proprietors of which are recusant at a resettlement of revenue it may, owing

to the scattered position of their estates or to their aggregate rental being insufficient to justify khas management, be impossible to avoid letting them in farm. The recusant proprietor should then have the right of re-entry at the expiry of the lease, whatever its period may be. The period of such leases as may be given should not, in view of section 3 of Regulation VII of 1822 and the orders of the Governor-General in Council, exceed ten years. In the case of such estates held under khas management, an offer of settlement should be made to the proprietor after a period not exceeding ten years.

(*iii*) A careful selection of settlement-holders should be made, the auction system should be tempered by selection, the highest bidders not being always allowed the farm as a matter of course; and no farmer who has once defaulted, except for causes beyond his control, should ever again be granted a farming lease.

(*iv*) The deposit of a year's rental in advance should be insisted upon where practicable; at all events, a sufficient realisable security should always be taken.

(*v*) The Board deprecate the cancelment of farming leases before the expiry of their term, owing to the worry involved to everyone concerned; but when leases expire or are cancelled, it should be fully considered whether khas management cannot be resorted to with advantage, as the circumstances which led to the preference of the farming over the khas system may have materially altered during the currency of the farm lease.

(*vi*) The Sunset Law cannot be legally applied either to private estates leased to farmers (the owners of which have a right of re-entry on expiry of each farm lease) or to estates, the property of Government, similarly leased out. As regards cancellation of farming leases, see Chapter IX of this Part.

(*vii*) When in a lease it is provided that, in the event of certain contingencies occurring, the Collector will enter upon and take possession of the property, it must be understood that where the settlement-holder objects such cannot be done save through the orders of a competent Civil Court.

CHAPTER VI.—Confirmation of Settlements of Land Revenue. Powers of Revenue Authorities to sanction and to give effect to such Settlements.

Powers of confirmation of rent settlements under the Tenancy Act.

629. When a settlement of rents is being made under the Bengal Tenancy Act in cases in which a settlement of land revenue is being or is about to be made, the powers of confirmation have been vested by law in certain Revenue authorities. Government Rule 45 specifies the officers who have power to confirm the table of rates if such be prepared, and the officers who have power to confirm the settlement rent-rolls. No further confirmation is required if the settlement is made with those who can be completely dealt with under the Tenancy Act.

Principles to be followed.

630. The confirming authorities should see that the principles which have been laid down in Chapter X of Part II and Chapter III of Part III are duly followed.

Confirmation of settlement of land revenue.

631. The selection of settlement-holders in the case of proprietor and farmer, the amount at which a revenue settlement should be made and the terms of settlement require confirmation by the Revenue authorities in addition to the confirmation of the rent-roll.

Authorities empowered to confirm settlements of land revenue.

632. (1) In exercise of the power conferred by section 10, clause *first* of the Bengal Land Revenue Settlement Regulation, 1822 (Bengal Regulation VII of 1822), the Governor in Council has been pleased to delegate to the authorities mentioned in the second column of the following table the power to confirm the settlements of land revenue (other than summary settlements under section 9, clause *third*, of the said Regulation) specified in the first column of the said table, subject to the limitations prescribed in the third column thereof:—

Nature of settlement.	Authority to whom the power is delegated.	Limitation on rent-roll of the estate, tenure, tract or area under settlement and on term of settlement.
1. Temporary settlements under the Regulations for which no special establishment is em-	Commissioner ..	Rent-roll (in agricultural land, raiyati rent-roll) not exceeding Rs. 10,000; for a term limited to 15 years.
4. Other temporary settlements.	Board	
5. Permanent settlements to which the proprietors have a statutory right.		

Correction slip No. 13, dated the 6th January 1937.

Co ter VI—Rule 632 (1), page 161 :—In the third column
Correction Sli items 2 and 3 add the following below the word
page 161.—After th of 1897".

Rules of 1879 rent- han lots settled under the Large Capitalist
1885. ceding Rs. 10,000 for a term of 30 years."

55, dated the 24th April 1939.

January 1937, to rule 632(1),
the Sangor Island Rules

(2) Nothing contained in this rule shall affect the powers of control or revision reserved either to Government or to the authorities mentioned herein by any provision of law or by any rules framed in accordance with the law.

Summary settlement (temporary).

633. The Collector is empowered to confirm summary temporary settlements of land revenue up to Rs. 500 and the Commissioner up to Rs. 10,000. The Board of Revenue confirms summary temporary settlements of land revenue exceeding Rs. 10,000. The control of all such settlements rests with the Board of Revenue, but a report to Government is required by clause 3 of section 9 of Regulation VII of 1822; the report will take the form of an annual statement submitted by the Board.

Confirmation report.

634. No separate report other than the final confirmation report on the rent-roll, or in the case of proceedings under Act VIII of 1879, other than the final report is ordinarily required for the confirmation of land revenue (*vide* also rules 442 and 449).

When confirmation of Government of India is required.

635. The confirmation of the Government of India is only required when the proposals exceed the powers of the Government of Bengal under rule 6 or when it is proposed to grant a permanent settlement to which the proprietors [illegible] right.

(57) *Rule 635, page 162.*—For the words "Government of India" in the first sentence *substitute* the words "Central Government".

Possession to [illegible]

[illegible] should put the settlement-holders in possession, if they are not already in possession, of the estate or estates settled with them.

Effect when to be given to settlement.

637. The following rules should be observed in giving effect to a settlement:—

(*i*) A settlement of land revenue with a settlement-holder should ordinarily take effect from the beginning of the financial year next after that in which the proceedings of the Settlement Officer have been completed.

(*ii*) A settlement of fair rents under Part II of Chapter X of the Tenancy Act takes effect from the beginning of the agricultural year next after the date of the final publication of the rent-roll which is in effect the final publication of the records; enhancements made under Bengal Act VIII of 1879 take effect from the beginning of the year (of the era current in the district) in which the rent-roll was published, if the publication was made within the first six months of the year, and, if otherwise, from the beginning of the following year.

Settlement of rent or revenue.

(*iii*) The instalments of rent or revenue should, wherever possible, be arranged in consultation with the land-lords and tenants according to local agricultural conditions, such as the number and description of the crops and the period of the harvests. Due regard must be given to the provisions of section 53 of the Bengal Tenancy Act. In estates previously settled there will always be an "agreement" or an "established usage" which regulates the existing instalments. If any existing instalment is found to be unreasonably early, the tenants will no doubt give a ready consent to its postponement. On the other hand, an existing instalment

which is unreasonably late cannot be changed to an earlier date without the consent of the tenants.

In Government estates under khas management the final instalment of rent or revenue payable by all direct tenancies should, if the tenants agree, be fixed so as to be realisable within the financial year. For saleable tenures the date should be 28th February; for other tenancies 31st March. The instalments so fixed should be noted in the record-of-rights of the respective tenancies.

(*iv*) In fixing instalments of revenue payable by private proprietors, it must be remembered that an instalment becomes an arrear of revenue only on the first day of the succeeding month and that it can, in no circumstances, be realised as such until the next succeeding latest day for payment of arrears of revenue fixed by the Board under the provisions of section 3 of Act XI of 1859. The months in which these latest days of payment occur, should, therefore, be avoided in fixing instalments of revenue in temporarily settled estates settled with private proprietors. For example, when the latest day of payment is the 28th March, the corresponding instalment may be made payable in February but not in March.

Distinction between latest dates of payment of arrear of revenue and dates of payment of instalments of revenue.

(*v*) The date on which an instalment of revenue (kist) falls due is not the same as the latest date of payment of an arrear of revenue. The latter is a date before sunset of which every unpaid instalment of revenue which has technically become "an arrear of revenue" must be paid, failing which it may be realised by sale. The latest dates of payment are fixed by the Board under section 3 of Act XI of 1859. The number of instalments of revenue should always be fixed in accordance with the principles laid down in (*iii*) above and need not be the same as the number of latest dates of payment of arrear of revenue fixed according to Rule I at page 259 of the Sale Law Manual, 1927. Thus, there may be only one instalment of revenue in an estate which pays revenue exceeding Rs. 100 if there is an agreement to that effect or if it is in accordance with established usage.

(59) *Rule 638, page 163.*—For the word "Government" in the first sentence *substitute* the word "Crown".

Of the clause is revised and the new settlement brought into effect. The omission to do this promptly has in many estates resulted in much confusion and loss of rents.

All executive orders subject to appeal.

639. All orders passed by any authority regarding settlements will be open to appeal according to law, and to revision by superior authority unless such revision by executive authority is barred by law.

Reports for confirmation.

...ting for confirmation settlements which have ... or Assistant Settlement Officer to report his own ... fairness of the rents or rates of rent, the ... adopted, and other important matters covered by the rules in force. Similarly, it will be incumbent upon the Director of Land

Records and Survey in all cases to add his own remarks when forwarding the papers for the order of the Board of Revenue (*vide* also rule 447).

Fisheries.

Right of fishery.

641. Government has the right of fishery in all navigable rivers which are public property unless the right has been granted or leased to some individual. But in regard to tidal rivers it may sometimes be expedient that the exclusive right of fishery should not be granted to private individuals or to certain classes of individuals, to the exclusion of the general public. A Collector should not grant a lease of such a fishery without the previous sanction of the Board.

Fishery rights in pools.

642. The question has arisen on several occasions as to the fishery rights in pools which originally formed part of a river. The Legal Remembrancer has been consulted, and in accordance with his opinion, the following principles have been laid down:—

(1) When the pool lies in the old bed of the river, and in consequence formed no part of an estate, the fishery right of the holder of the river *jalkar* subsists in it, whether it is connected throughout the year with the flowing stream or not.

(2) When the pool lies within the area of an estate—

(*a*) the fishery right of the holder of river *jalkar* if the pool is connected with the river subsists throughout the year;

(*b*) otherwise, the fishery right in the pool passes to the zamindar of the estate.

Confirmation of settlement of fisheries.

643. Settlements of fisheries are confirmed under the same rules as summary settlements of land revenue. It will be sufficient to show in the report (*i*) the tauzi number of the fishery mahal; (*ii*) the geographical limits of the right; (*iii*) the term of the lease; (*iv*) the rent; (*v*) a brief explanation of the nature of the fishing (*viz.*, the fish caught and the means used to catch them); (*vi*) the position of the lessee (*e.g.*, co-operative society, fisherman, or speculator who intends to sublet to fisherman); and (*vii*) the mode of settlement.

Principles of settlement.

In settling Government fisheries the objects to be kept in view are to protect fish against improper methods of fishing and fishermen against the oppression of middlemen, rather than to obtain the largest possible revenue. In making settlement, preference should ordinarily be given to a co-operative society of fishermen. If no such society exists, the Collector shall consult the Registrar of Co-operative Societies not less than six months before the fishery is due for resettlement. In the absence of any co-operative society, leases should be given to one or more selected fishermen; failing this, to one or more carefully selected persons who are not fishermen. The practice of settling Government fisheries by open and unrestricted auction has been forbidden. In every case the Collector will consider what restrictions, if any, as to close times and methods of fishing, should be embodied in the lease. For this purpose, he shall consult such competent opinion as may be available.

CHAPTER VII.—Settlement of Alluvial Formations.

(60) *Chapter VII, page 165.*—In the preamble in item I for the word "Government" *substitute* the word "Crown".

644. Whenever the Collector receives [illegible] source that an island has formed in any large navigable river within his jurisdiction, he shall proceed to enquire whether the alluvial formation, or any part of it, occupies a site identifiable as having once belonged (*i*) to an estate on which no remission of revenue has been allowed in respect of such a site, or (*ii*) to a revenue-free property. If the whole formation occupy such a site the Collector should take no further proceedings. islands.

645. If, on the other hand, the formation, or any part of it does not occupy a site identifiable as private property, the Collector shall next proceed to consider whether such formation, or such part of it, comes properly under the description contained in clause 3, section 4, Regulation XI of 1825. If he finds that it does, he should at once proceed to take possession of it under the authority conveyed by section 3, Bengal Act IV of 1868, which modifies Act IX of 1847 as regards islands. New islands.

646. This should be done in the usual method, viz., by erecting a long bamboo on the land in the presence, if possible, of some of the chief inhabitants of the neighbouring villages, including members of panchayats and chaukidars. A proceeding should be recorded on the spot by the officer taking possession, and should be attested by the witnesses. This proceeding should contain as exact a statement of the position and area of the land as can be made with compass bearings of conspicuous objects on the main land or any similar method of identification. Possession how to be taken.

647. Possession taken under the above rules should be merely temporary until it has been ascertained whether or not the channel round the island is fordable at any time during the year. This should be ascertained by a formal enquiry in presence of persons, such as those mentioned in last paragraph. If the channel be found to be unfordable at all seasons of the year, a formal proceed- Possession to be temporary in the first instance.

(61) *Rule 647, page 165.*—For the word "Government" in the third sentence *substitute* the words "the Crown".

[illegible] identifiable points on one or both main banks. The depth of the channel at low water should be shown at convenient distances on the map, which will be accurately prepared and form part of the proceedings to be submitted through the Commissioner to the Board. If the land is not fit for cultivation, only a grazing settlement should be made. The land should not be assessed or settled, and a regular settlement must not be made till it is fit for cultivation.

648. In every succeeding year, up to the time when the island may come under regular settlement, a local enquiry as to its condition should be made at the end of the rainy season, and the rights of Government should be reasserted, if necessary. Procedure until settlement is undertaken.

Register of cases.

649. A register of such cases should be kept in the prescribed form (Register VI) in the Register and Return Manual.

Rights to settlement.

650. In such cases the proprietary right being vested in Government, no party can have any right to engage. Should any person, however, acting in good faith, have broken up the soil, his prior occupancy may be taken into consideration.

Reports, etc. to be confidential.

651. All reports and orders connected with the island formations, which have been taken possession of on behalf of Government under Bengal Act, IV of 1868, should be treated as confidential. Officers are accordingly prohibited from granting copies of such communications to private individuals without first obtaining the orders of the Board.

II.—Increments to estates, the property of the owners of the estates.

Diara Operations.

Land to be treated as increments.

652. Land gained by gradual accession, whether from the recess of a river or of the sea, is under section 4, Regulation XI of 1825, to be considered an increment to the estate or tenure of the person to whose estate or tenure it is thus annexed; but, as mentioned in that section, such land is liable to any assessment to the public revenue to which it may be liable under the provisions of Regulation II of 1819, or of any other law in force, i.e., it is liable to assessment in the same manner as other unsettled mahals; and the revenue assessed belongs to Government (*vide* clauses 1 and 2, section 3 and section 7, Regulation II of 1819).

Re-survey of riparian and maritime lands when lawful.

653. Act IX of 1847 has laid down "that no measure shall hereafter be taken for the assessment of such lands..... .....except under the provisions of this Act."

Section 3 of the Act is as follows:—

"It shall be lawful for the Government of Bengal, in all districts or parts of district of which a revenue survey may have been, or may hereafter be, completed and approved by Government, to direct from time to time, whenever ten years from the approval of any such survey shall have expired, a new survey of lands on the banks of rivers and on the shores of the sea, in order to ascertain the change that may have taken place since the date of the last previous survey, and to cause new maps to be made according to such new survey."

Section 5 provides for deductions to be made from the sadar-jama on account of land which such new maps show to have been washed away, while section 6 provides for the assessment of land which such new maps show to have been added to estates paying revenue directly to Government.

Assessment to be imposed on excess area according to rules in force.

654. Whenever on inspection of the new map it shall appear that land has been added to an estate, the Diara Officer shall at once assess the same according to the rules in force for assessing alluvial increments and shall report his proceedings to the Collector and Commissioner for report to the Board, as required by section 6, Act IX of 1847: Provided, however, that the Diara Officer shall assess no accreted land, which is proved to his satisfaction to occupy the site of the land which formed part of the estate at the time of the settlement (even though such accreted land may not have been in existence at the time of the previous survey and may have reformed since that survey was made), unless the proprietor shall have abandoned his proprietary right to land forming on that site by accepting a deduction from the amount of revenue originally assessed on the estate, on account of the decrease of its area by diluvion: Provided also that, where an estate is held under a temporary settlement, it will not ordinarily be desirable to interfere with the amount of revenue payable until the term of the settlement shall have expired.

Land added to an estate does not mean only land accreted after the previous survey, but all land for which no revenue is now being paid unless included within the boundaries of a revenue-free property.

Treatment of alluvial increments since the Permanent Settlement.

655. Alluvial increments to an estate do not come within the category of "waste land" within the meaning of Regulation II of 1819. Such land, producing little or no revenue to the proprietor, if included within the limits of any estate for which a settlement has already been made, is not liable to further assessment on being brought into cultivation. Alluvial increments formed since the Permanent Settlement are, however, unsettled lands and the mere fact that they have formed in a river bed, which at the time of the settlement was the property of the Zemindar, does not affect the assessability of such lands to revenue. The true test is whether the lands have been already assessed and not, whether they lie within the limits of an estate, and the assessability of alluvial formations arises from the fact that not having been existence at the time of the settlement no assessment in respect of them was made.

Burden of proof.

656. The mere fact of an area of the estate being less than it was at the time of the settlement (in consequence of diluvion having taken place in other parts of the estate) will not exempt the settlement-holder from the liability to assessment on any particular plot of land which an inspection of the map shows to have been "added to the estate" since the last survey unless he can prove that such land has actually reformed on the very site of land which previously existed, and which was included in the Permanent Settlement of the estate made either in 1793 or at any subsequent date.

Leading rulings.

657. (*a*) If a settlement-holder in a permanently-settled tract can prove that the site of an accretion was dry land at the time of the Decennial Settlement in 1789, it can be presumed to have been assessed at that time, but Diara Officers must bear in mind that the onus of proving that the Government revenue fixed in 1793 was assessed on any particular lands as being included in

the Permanent Settlement is on those who affirm that such is the case, and the onus is not on Government to prove a negative. (Privy Council decision—Jagadindra Nath Roy *versus* Secretary of State for India, I.L.R.XXX, Calcutta, page 291, also Ananda Hari Basak and others *versus* Secretary of State for India, III Calcutta Law Journal, page 316).

(*b*) It is a question of fact, and not of law, what lands are included in the Permanent Settlement. Revenue Survey maps and thakbast maps are evidence of the state of things existing at the date of their preparation. They are not conclusive evidence of the state of things existing at the time of the Permanent Settlement—

(1) Privy Council decision—Jagadindra Nath Roy *versus* Secretary of State for India, I.L.R. XXX, Calcutta, 291.

(2) Ananda Hari Basak and others *versus* Secretary of State for India, III Calcutta Law Journal, 316.

(*c*) Areas already covered by the Permanent Settlement are not liable to assessment on their reappearance—

(1) Privy Council decision—Felix Lopez *versus* Madan Mohan Thakoor, etc., 5 B.L.R. 521.

(2) Privy Council decision—Harshahai Singh and others *versus* Syed Lootf Ali Khan and others, 14 B.L.R.4, 268.

(3) Privy Council decision—Secretary of State for India *versus* Fahamidannissa Begum and others, I.L.R. XVII, Calcutta, 590.

(*d*) Departures from the Revenue Survey should not be made except on sound evidence, but surveys subsequent to the Permanent Settlement and previous to the Revenue Survey,—whether made for revenue purpose or not, *chauhaddibandi* papers, quinquennial papers, partition papers, *chittas*, etc., if reliable, may all be usable as evidence, whether they can be accurately relaid or not. If they disclose that a state of affairs existed at the time of their preparation different from that existing at the time of the Revenue Survey and there is no previous evidence subsequent to the Permanent Settlement, it cannot be assumed that a state of affairs existed at the time of the Permanent Settlement different from that existing at the time of their preparation. It may, therefore, be presumed that what was water at the time of their preparation and is now land is an accretion since the time of the Permanent Settlement. In such cases they should be relaid as accurately as possible or the configuration of the land at the time of their preparation ascertained by the best means available, but care should be taken that the interests of the proprietors are not prejudicially affected by the adoption of unfounded assumptions regarding the configuration of the land unfavourable to them. (Cf. Haradas Acharjya Choudhury and others *versus* Secretary of State for India in Council and others, XXVI, C.L.J. Page 590, q.v., regarding Rennell's maps.)

(*e*) Diara Officers should also remember that dependent tenure-holders have no *locus standi* to object under Act IX of 1847.

Their authority in respect of diara proceedings is derived solely from Act XXXI of 1858.

Assessment of accretions as separate estates in the case (a) permanently settled estates, and (b) temporarily-settled estates under certain conditions.

658. If the parent estate be permanently settled, or if, in the case of a temporarily-settled estate, either the proprietor or the Board decline to assent to the incorporation of the assessment with that of the parent estate, the accretion must be assessed as a distinct estate, and will be thenceforward held separately liable for the revenue assessed upon it.

When an accretion is assessed as a distinct estate, the proprietor or, if he has not accepted settlement the settlement-holder, should forthwith be informed of the new tauzi number assigned to the estate.

Assessment in respect of accretions with that of parent estate in the case of temporarily-settled estates under certain conditions.

659. If the parent estate be temporarily settled the Diara Officers should, with the consent of the proprietor and that of the Board of Revenue, incorporate the assessment of the increment with that of the parent estate, taking one revised engagement for the amalgamated revenue of the whole as an integral estate.

Rights of under-tenants in accretions.

660. Should the alluvion have accreted to a dependent tenure, the dependent tenure-holder is entitled, on payment of a fair increase of rent to his superior landlord, to hold the accretion for the term of his engagement. The Diara Officer is required to ascertain and record the rights of any under-tenant in any alluvial land. He will ordinarily be working under Chapter X of the Bengal Tenancy Act and will prepare the record under that chapter. If there be no notification under Chapter X of the Bengal Tenancy Act, the Diara Officer will ascertain and record the rights of under-tenants under Regulation VII of 1822 read with section 2 of Act XXXI of 1858, and settle rents under section 191, Bengal Tenancy Act. The Diara Officer should treat the superior landlord as the party responsible for the Government share of the rent.

Inconsiderable accretions need not be assessed.

661. No proceedings for assessment need ordinarily be taken when the area which has been added to an estate does not exceed 10 acres, unless such area be more than one-twentieth of the area of the estate shown by the previous maps. Thus in an estate of which the area is 100 acres by the former survey an accretion of 6 acres would be settled, while in an estate of 300 acres an area of 10 acres would not be noticed. Whenever the Settlement Officer considers it advisable to disregard this rule, his reasons shall be stated in the diara proceedings submitted for confirmation by the Board of Revenue.

Abatement for diluvion.

662. When the new map shows that any land has been washed away from or lost to any estate, no reduction shall be made from the sadar-jama of the estate affected unless the zamindar desires it; but on receiving an application for reduction, the Diara Officer will make the calculation as provided in section 5, Act IX of 1847,

and report the case to the Collector or Land Revenue Settlement Officer, who will submit the case through the Commissioner for the orders of the Board of Revenue. It must be borne in mind that no deduction for the sadar-jama can be claimed under Act IX of 1847 on account of land which diluviated before the date of the first survey under that Act.

Estates permanently settled subsequent to the Permanent settlement of 1793.

663. In estates which have been permanently-settled subsequent to the Permanent Settlement of 1793, it will be necessary to compare not only the maps of the previous Revenue Survey, but also the maps of the original Permanent Settlement with the present maps, in order to determine the loss or gain of land to be dealt with by the Diara Officer. Accordingly the Diara Officer will ask the Collector to furnish him with a list of all estates settled permanently after the Permanent Settlement, and will examine the estate bundles of all estates which are of alluvial origin and of such resumed lakhiraj estates or purchased estates as have land in mauzas bordering on the rivers he is dealing with.

List of estates known to have diluviated since the previous survey.

664. The Diara Officer will also ask the Collector to furnish him with a list of all estates which are known to have entirely diluviated since the last survey. This list will contain the name, tauzi number and revenue of each estate, and the numbers of the thak and survey maps containing them. It will be forwarded to the Diara Officer, who will examine his maps and see if any of the lands contained in those estates have reformed on their original sites as shown in the previous survey maps. On ascertaining any such case of reformation, the Diara Officer will report the fact to the Collector or Settlement Officer, who will take such steps as may be necessary.

Objections and confirmation of proceedings.

665. All proceedings for the assessment of alluvial accretions should be reported for the confirmation of the Board of Revenue through the Director of Land Records and Surveys. Objections against the Diara Officer's proceedings can be filed within one month of his final order before the Collector or the Land Revenue Settlement Officer, and objections against the Collector's or the Land Revenue Settlement Officer's order, as the case may be, before the Board within one month of the date of the receipt by the party of a copy of the final proceedings.

Detailed rules.

666. Detailed rules for the survey and assessment of rents and land revenue will be found in the Technical Rules and Instructions of the Settlement Department separately published.

Changes occuring between survey and settlement.

667. It is most important that the survey and settlement work should go on simultaneously, but in case the settlement cannot be completed in the same season as the survey, any changes taking place between the survey and the settlement must be mapped and taken account of.

Results to be reported.

668. The Diara Officer will submit full annual and final reports of his proceedings giving information as to the results ascertained, as to arrears gained and lost, the amount of additional assessment imposed and reduction of land revenue allowed and all other points of interest. The final report with its review by the Director of Land Records and Surveys will be submitted to the Board.

(62) *Chapter VIII, page 171.*—In the heading for the wo ment" *substitute* the word "Crown".

Resettlement.

669. Rules 59 and 486 prescribe the steps to be taken to provide for resettlement. Where there have not been extensive changes and the previous map is accurate, resettlement may be possible without a complete resurvey. In such cases it will merely be necessary to check and bring up to date by revision of the previous map. When, however, there has been considerable extension of cultivation or numerous changes, or the estate is exposed to fluvial action or the previous map is inaccurate, a complete resurvey may be necessary.

Procedure when no changes are necessary.

670. If, however, enquiry shows that no change of rents is necessary, and if the khas mahal copies of the map and settlement records have been corrected from time to time, so as to represent the existing state of things accurately, detailed settlement proceedings need not be gone through afresh, but a report based on the last settlement should be submitted for orders unless the resettlement is one which the Collector himself is competent to sanction.

Summary resettlement pending regular resettlement.

671. Arrangements are to be made for the completion of new settlements before the expiry of the term of the current settlement. Where, however, a settlement has fallen in, or is likely to fall in, before arrangements for fresh settlements are or can be completed,

(63) *Rule 671, page 1.* ...estate belongs to an individual, ordi... year, securing in the arrange... sentence *substitute* the word ...the extension of cultivation ... or other enhancement of assets, ...ed by summary enquiry, may seem to justify. If the estate ...perty of Government, it should be taken under direct m... ...ent, if the Collector consider such a course preferable to mak... ...farming settlement.

Rights of cultivators to be secured.

672. When a resettlement becomes nece... ...y in consequence of the default or recusance of a lessee, or on ...ry of the lease, the estate may, when permissible, be held un... ...irect management or it may be farmed out to a new lessee; ...re should be taken that any resident cultivators who may ... ...been located by the previous holder should, before the lands are ... ...l to another party, be secured in their tenancies by the prepa... ...t of a rent-roll of their lands after the original ...ement and the circumstances in which they were located by t... ...ee should receive full consideration. But no lessee has the ... to create tenures extending beyond the term of his own en... ...ent.

Reports.

673. The Collector is to report each year to the ...issioner whether summary settlements have been made in a... ...s when regular resettlements have not been undertaken.

Notice of intention to resettle.

674. Under section 2, Regulation VII of 1822, zamindars, farmers, or any other malguzars holding on after the expiration of the term of their engagements are responsible for the revenue at the rate assessed in the last settlements, and cannot be made to pay a higher amount, unless notice of the Collector's intention to revise the assessment has been given as provided in clause 6 of the section quoted, except where the lease specially provides otherwise.

It is, therefore, most important that this notice should be duly served before proceedings for resettlement are begun.

To be issued before the expiry of engagement.

675. As the Collector will know from the lists to be annually prepared under rule 59 what estates are soon to be resettled, he should issue this notice to the malguzars before the expiration of their engagements.

Provisions in lease.

676. In framing the new engagements with them, it should be especially agreed with them (under the first paragraph of the sixth clause of section 2 quoted in Rule 674) that, in the event of their holding on after the expiration of their leases they will be held responsible, on account of any year subsequent to the term of their engagements, for such enhanced revenue as may be then assessed upon the mahal.

Retrospective effect.

677. When these measures have been taken, it will be legal to give retrospective effect to a resettlement at a higher amount than that assessed in the expired arrangement; but if arrangements have been properly made, as required by rules for the completion of a new settlement before the expiration of the old arrangement, there should ordinarily be no occasion for giving retrospective effect to a settlement.

Issue of information slips after confirmation of settlement by Collector.

678. As soon as the settlement of a temporarily-settled [illegible] or of a Government estate is confirmed by the Government" *substitute* khana should prepare informa[illegible] details in quadruplicate and [illegible] one copy each to the Tauzi, Record Room and Khas [illegible] Department.

CHAPTER IX.—Cancellation of leases and reduction of assessment.

I. Cancellation of Leases and Attachment of Farms.

Leases of Government estates cannot be cancelled during their

679. Farmers of estates, which are the property of Government are tenure-holders, as the payment which they make is rent (65) *Rule 679, page 172.*—For the word "Government" in the first sentence *substitute* the word "Crown". ... Tenancy Act, and not revenue. Their ... but proceedings must be taken ... determine their leases by ejectment decrees ... (section 89). A condition in the lease permitting ejectment could not be enforced—section 178 (*1*) (*c*) of the Tenancy Act. Under section 89 of the Tenancy Act, no tenant can be ejected except in execution of a decree. Hence if a tenant, who has rendered himself liable to ejectment, refuses to relinquish possession, a suit for his ejectment must be brought. But if the tenant peaceably relinquishes possession, no suit need be brought.

Leases of estates of recusant proprietors can be cancelled, if provision be made in the lease.

680. In the case of estates belonging to recusant proprietors, when let in farms, the lessee takes the position of the proprietors and is not a tenure-holder as in the case stated in rule 679 above. His lease is, therefore, subject to cancellation on default. There is, however, no law which sanctions the cancellation of a farm during the year. The practice, however, has long been to cancel a lease at once on the occurrence of a balance, when this course is judged expedient, instead of waiting till the end of the year. It is desirable that this practice should be continued. The difficulty presented by the law is met by a clause in the farmer's kabuliyat providing for the voidance of the lease on the occurrence of a default.

Discretion of the Collector.

681. Much must be left to the discretion of the Collector in respect to the cancellation of leases. It may sometimes be expedient to exercise this power immediately on the occurrence of the arrear: but, on the other hand, it may be desirable in the interests of all concerned to give the farmer an opportunity of retrieving his position by paying the balance and providing sufficient guarantees against future default.

Order of annulment when to issue.

682. In regard to cases coming under section 4, Regulation IX of 1825, the following rule should be adopted. If a notification threatening annulment of engagements has been issued, and the lessee fails to make good the arrear within the term fixed, then as soon as the month of grace allowed by the section cited has expired, the Collector should declare, by a formal proceeding, that the settlement is annulled. Until this is done, he is not warranted in refusing to accept payment of the arrear by the defaulter. If the Collector should think proper to allow further time for payment, he may suspend the order of annulment.

II.—Rules for the reduction of Assessment in Government and Temporarily-settled Estates, other than diaras settled for a period not exceeding five years, on account of deterioration of soil or failure of improvements which were taken into account when the assessment was made.

A—Temporarily-settled Estates.

Grounds for reduction of assessment.

683. The proprietor or settlement-holder of a temporarily-settled estate may apply to the Collector for a reduction of his assessment on the ground that the land of the estate has permanently deteriorated through causes beyond the control of the landlord, or through the failure of an improvement effected at the cost of the landlord which was taken into account in fixing the assessment.

Procedure on receipt of application.

684. On receipt of such application, the Collector will cause an enquiry to be made and may grant the landlord a reduction of assessment on this account, provided that the settlement-holder and intermediate tenure-holder (if any) agree to give a proportionate reduction of rent to the tenants of the land affected.

Method of calculating amount of reduction.

685. In calculating the reduction of assessment to be given, the Collector will first of all fix fair rents for the raiyats whose holdings have deteriorated, and the settlement-holders and intermediate tenure-holders (if any) will be required to bind themselves not to collect higher rents than those thus fixed from the raiyats for the remainder of the period of settlement. The Collector will then estimate the loss sustained by the settlement-holder and intermediate tenure-holder (if any) on account of the deterioration of the land (if any) in their own cultivation or on account of the lands (if any) which have gone out of cultivation together. He will fix fair rents for the intermediate tenure-holders (if any), and will then proceed to fix such reduced assessment as he may consider fair for the remaining period of the settlement.

Officer to be employed.

686. The fair rents fixed under the preceding rule will be published in the village by an officer not below the rank of Sub-Deputy Collector.

Confirmation of proceedings.

687. All proceedings of the Collector under the foregoing rules shall be subject to the confirmation of the superior authority, if any, by whom the original settlement was confirmed.

B—Government Estates.

Reduction of rent when permissible.

688. The Collector may, of his own motion or on the application of the tenant concerned, reduce the rent fixed for any tenant in a Government estate on the ground that the soil of the holding has permanently deteriorated through causes beyon

the tenant's control, from the time when the rent of the holding fixed, or that an improvement has failed which was taken ...nt when the rent of the holding was fixed under ... provided that if the tenant is a tenure-h... the Co... ...nt any reduction of rent un... tenure-holder ... ...orresponding reduc... tenants, and provide... ...shall fi... for all such tenants; provided ... ...ent may be granted on account of the failu... ...rement, which has been permanently exempted from assessment on the ground that it was effected by a raiyat holding at fixed rates or an occupancy raiyat.

(66) Substitute "ment" ...

Part IV.—Miscellaneous.

CHAPTER I.—Correction of the Collector's Land Registration Registers.

[*See* Appendix Y.]

Record of discrepancies between the Collector's Registers and existing facts.

689. Under rule 317 the Settlement Officer must prepare extracts from the Collector's Land Registration Registers. The entries in the settlement record are, however, made according to the facts of possession as ascertained by local enquiry. If these facts do not agree with the Collector's register, a statement must be prepared for each estate, which the proprietors should be requested to sign, explaining the discrepancies fully and showing how the persons now in possession derive their title from those recorded in the Collector's register. The dates of all transfers and changes so far as ascertainable should be recorded, addresses and father's, or in the case of a woman, husband's name should be carefully and fully entered. Notices should issue to all recorded proprietors or holders of revenue-free property to be present at the enquiry, and if any proprietor is dead, enquiry should be made from his heirs. The information should be given in the form used for the preparation of the extracts from the Collector's registers (Form 43).

Under the Land Registration Act, each estate is to bear a name. If in the course of the settlement operations, any estate is discovered without a name, the fact should be brought to the immediate notice of the Collector who should be requested to allot a name to it.

Report to Collector.

690. In minor settlements, the Settlement Officer or the Assistant Settlement Officer will at once report to the Collector all discrepancies discovered. Where a special Settlement Officer has been appointed, the report will be submitted through him. In major settlements, the Settlement Officer will report as soon as practicable.

Correction of Collector's Registers.

691. The Collector of the district will, in consultation with the Settlement Officer and after reference to the Commissioner and the Board, if necessary, decide what steps are to be taken to correct his registers. As a general rule, the work of correcting the registers should be taken up by the Collector as early as possible, and additional staff employed to get it through during the recess. If any application for Land Registration is received by the Collector after the receipt of the settlement records, the settlement record in the Collector's office should be examined to see whether the application agrees with it or not. If it does not agree, the Settlement Officer should be informed and asked for a report.

Principles of corrections.

692. The Collector will take action for the correction of his registers under section 28 of Act VII (B.C.) of 1876. If the entries which he proposes to make are in accordance with the entries in the record-of-rights, this will be stated in the notices

under that section. If they are different, either the details in which they differ should be stated in the notice under section 28 or a copy of the entries which it is proposed to make should be sent with the notice, as may be found convenient. The Collector may, when proceeding under section 28, simultaneously take action under section 65 of the Act against parties who are shown by the settlement record to have been in possession for more than six months without registering their interests. He may also take action under section 74A to close separate accounts.

(68) *Rule 693, page 178.*—For the words "Government estates" in the first sentence *substitute* the words "Crown estates".

[illegible] comparison of the settlement [illegible] ascertain [illegible] estates included in the latter, for which no [illegible] recorded in the settlement records with the result of imperilling the security of Government revenue. The list of such estates will generally be found to include—

(*i*) estates transferred to other districts;

(*ii*) estates purely *sair* mahals (e.g. *jalkar*);

(*iii*) estates of which the revenue is paid in the district, but the lands are situated in other districts;

(*iv*) estates formed by partition subsequent to the preparation of the settlement record;

(*v*) estates falling within areas for which a record-of-rights has not been prepared; and

(*vi*) estates for which there is no separate revenue demand, whether by reason of redemption or amalgamation or other cause.

Should there be any residuum of unidentified estates, the Collector should start a case for each and should make specific enquiries both from the recorded proprietors and also locally with the aid of the entries in the old and new Register C, until they are traced out. The information needed to secure the land revenue and to correct the record-of-rights on revision will thus be preserved in an accessible form.

(*b*) To enable the Collector to make the above inquiry, the Settlement Officer will collect the necessary materials as far as possible. These will be made over to the Collector.

CHAPTER II.—Thana (Jurisdiction) Maps and Lists.

Thana jurisdiction maps and lists.

694. Thana jurisdiction lists and maps have been prepared according to the revenue unit or thana in the districts of Bakarganj, Dacca, Faridpur, Mymensingh, Jalpaiguri, Rajshahi, Noakhali, and Tippera and according to the police unit or station in the districts of Bankura, Burdwan, Birbhum, Pabna, Bogra, Jessore, Khulna, Nadia, Murshidabad, 24-Parganas and Chittagong.

Thana jurisdiction maps and lists (prepared during settlement).

695. In district operations the above lists and maps are being revised and will in future be prepared according to the police unit, that is to say, according to the police-stations in existence at the time. This unit will be adopted in the revision of the Collector's registers referred to in Chapter I of this Part and will become the constant revenue unit or thana, though the police-station units may subsequently be changed. The maps and lists referred to in this and the previous rule are called general or thana jurisdiction maps and lists. Rules for the custody and supply of such maps, as well as of village maps in Collectorates, are given in Appendix O.

Thana juris-

696. In district operations, the Settlement Officer will, in accordance with instructions of the Director of [illegible]

(v) *Page 179, rule 696.—In* lines 3 and 4 *for* the expression "4"=1 mile maps by police stations", *insert* "unified maps by unions on the scale of 4"=1 mile, which will also replace mark maps, the names of villages in these unified maps being written and printed in Bengali".

(Correction slip No. 80, dated the 22nd May 1942.)

[illegible] Survey.

Thana jurisdiction lists.

697. The Settlement Officer will also prepare in form 160 thana jurisdiction lists of villages as an index to the 1"=1 mile map, which will replace all previous lists. The name of the pargana may be omitted at the discretion of the Director of Land Records and Surveys in the case of those districts where a village contains numerous parganas, and where its retention would be inconvenient. The lists will be printed at the Bengal Government Press and distributed in accordance with Government orders.

Changes of jurisdiction and amendment of maps and lists.

698. The following procedure is prescribed for making change of jurisdiction and amending maps and lists:—

(1) When any change of revenue jurisdiction is considered necessary, the District Officer will submit his proposals through the Divisional Commissioner to Government in the Revenue Department. Such proposals must invariably be accompanied by lists showing the names of villages to be transferred and their serial numbers in the jurisdiction lists and also by traces from the thana maps illustrating the changes proposed.

(2) Where it is intended only to alter the jurisdiction of a police-station, the proposal should be submitted to Government by the Inspector-General of Police.

(3) If the proposed change is approved by Government, the Director of Land Records and Surveys will be asked to examine the proposals from a technical and geographical point of view and to check the draft notification.

Maintenance of register showing notifications.

699. The Director of Land Records and Surveys will maintain in his office a register showing the notification issued from time to time for amending jurisdiction lists to be made over to the Superintendent of Census Operations whenever one is appointed. Similarly, the District Officer will maintain in his own office two complete sets of maps and jurisdiction lists—one set for ordinary use and the other for the use of the Census Department on the occasion of census.

Changes in thana jurisdiction maps.

700. Copies of notification of changes in jurisdiction, police or revenue, will be forwarded to the Director of Land Records and Surveys, who will issue correction slips and traces for the jurisdiction lists and maps according to the distribution lists prescribed by Government. The officers concerned will correct these lists and maps accordingly. The lists maintained in the office of the Director of Land Records and Surveys will also be corrected. In the Bengal Drawing Office of the Survey Department these changes will be noted and they will be incorporated in all future editions of the maps.

Changes in revenue jurisdiction.

701. No changes of revenue jurisdiction in the maps or lists will be made except under proper authority. If a village is transferred from one revenue thana to another—

(*i*) the village should be crossed out of the jurisdiction list of the thana from which it is transferred, with a note in the "Remarks" column showing the thana to which it is transferred; and

(*ii*) the village should be entered in the jurisdiction list of the thana to which it is transferred, with a note in the "Remarks" column mentioning the thana from which it is transferred, and should be given a fractional number, the numerator being the serial number in the list and the denominator being the serial number of the adjacent village.

Changes in police jurisdiction.

702. If a village is transferred from one police-station to another, no change will be made in the revenue thana, but the appropriate column in the jurisdiction list will be corrected. The map will also be corrected to show the new area within the police-station, but the boundary of the revenue thana, as shown on the map, shall be preserved.

Skeleton thana maps.

703. The Settlement Officer will also prepare for departmental use 1″=1 mile police-station (not final) maps, showing main roads, dâk bungalows, post offices, railways, rivers and village boundaries with their names and new jurisdiction numbers. Copies will be distributed in accordance with the distribution lists approved by Government, and used pending the preparation of the 1″=1 mile final maps referred to in rule 696.

CHAPTER III.—Maintenance of Boundary or Special Marks.

Correction Slip No. 33.

Calcutta, the 16th December 1937.

Part IV, Chapter III—

Rule 704, page 181.—For the number "2000" [illegible] *by hand* :—

4. **Rule 704 (1), page 181.**—Make the following corrections

(i) In the second line, *for* the figure and word "2" thana" *substitute* "4" Union".

(ii) In the eleventh line, *for* the figure and words "2" mark map of the thana" *substitute* "4" Union mark maps".

(iii) In the eleventh and twelfth lines, *before* the word "register" *insert* the word "thana" and *delete* the words "of that thana".

Boundary marks in Municipalities.

Municipalities will be placed in charge of the kanungo, or a Sub-Deputy Collector. A separate register in the same form as the Dafadar's Register (Form No. 58) and the mark map will be prepared for each Municipality. It will be the duty of the kanungo or Sub-Deputy Collector in whose charge these marks will be placed to inspect them once every six months and report the result to the Collector.

Preparation of Dafadari Registers of marks.

705. The Collectorate officer and the officer in charge of the police-station should fill up the Dafadari Register together, after carefully comparing the mark map with the existing thana map of dafadars' unions. All the marks which appear in the Settlement Officer's register against each of the mauzas, which make up a dafadar's union, should be written up union by union, beginning with union No. 1 and going on to the union with the highest number. No mark should be allotted to two unions or to two thanas, but to the union on the north or west in preference to the union on the south or east. One dafadar should be made entirely responsible for each mark. Column 5 of the register received from the Settlement Officer or Collector should be filled up while the Dafadari Register is being written.

In areas where Union Boards have been established, the Circle Officer will perform the duties of the officer in charge of the police-station under this rule.

Inspection of Collectorate officer and taking of receipts from dafadar.

706. When the marks have been duly allotted and the Dafadari Register written up, the Collectorate officer will visit each union and will make over on the spot to each dafadar the marks of his union. The chaukidars of the union should also be present at the time and should be instructed that it is their duty to report immediately all cases of disappearance of, or damage to, boundary marks in their beats. The Collectorate officer will take a written receipt for the marks, signed by the President of the Union Board or the Panchayat and the dafadar, and another receipt in the register. He will make over to each President or Panchayat and each dafadar a vandyked copy of the mark map of the union.

Report to Collector on removal of marks.

707. If the Collectorate officer finds during his visit to a circle that any of the marks are missing, or have been removed from their proper places, he will submit a written report to the Collector who will deal with it under rule 712.

Duties of the Union Board or Panchayat.

708. In areas where the Bengal Village Self-Government Act (V of 1919) is in force, it will be the duty of the Union Boards to see that all marks in charge of their dafadars are maintained in their proper positions. Arrangements should be made for a personal visit to each mark once during the year, the date of the visit being noted on the mark maps opposite the mark. The President of the Union Board will see that all the chaukidars give assistance to the dafadar in his duty and that the cultivators, in whose fields the marks are situated, do not injure or remove the marks. Whenever it comes to the notice of the President of the Union Board that a mark is missing or has been removed from its proper place or has been in any way injured or tampered with, he will send a written report to the Circle Officer. The report should explain fully the circumstances leading to the damage or removal of the mark, giving the serial number of the mark in question, and should also mention whether there are reasons for thinking that the damage has been wilful.

Where there is no Union Board, the duties imposed by this rule on the Union Board and its President will be performed by the Panchayat and its President (if there be any). Where there is no Circle Officer, reports will be sent to the officer in charge of the police-station.

Certificate by dafadar. Procedure of circle and thana officer.

709. Where the Bengal Village Self-Government Act, 1919 (V of 1919), is in force, the dafadars will be required by the Union Board to certify that no marks in their charge are missing, or that the missing or damaged marks have been duly reported before they receive their pay at the last pay parade in the year. The President of the Union Board will transmit the reports to the Circle Officer who will note in a register any information regarding the disappearance of, or damage to, the marks, and will forward such reports to the Collector for disposal.

Where there is no Union Board or Circle Officer, the duties imposed by this rule on the Union Board and Circle Officer will be performed by the officer in charge of the police-station.

Section 434 of the Indian Penal Code is non-cognizable and unless specially ordered by the District Magistrate, the police should not investigate charges of mischief in respect of boundary marks. Police officers should, however, while moving about villages, see whether the marks are in their places, and if not, should submit a report to the Collector.

Custody of registers and preparation of extracts.

710. When the Registers of boundary or special marks and the Dafadari Registers are received back from the officers deputed under Rule 704, the Collector will bind them in as many volumes as may be convenient. Extracts from these two registers and a vandyked copy of the mark map should be sent to—

(1) each Subdivisional Officer;

(2) each Circle Officer, or, where there is no Circle Officer, each officer in charge of a police-station; and

(3) the Managers of Government and Wards' Estates.

Inspections of Subdivisional Officers and others.

711. Subdivisional Officers, Collectorate kanungos, khas mahal, circle, and other touring officers of the district staff should be instructed to make enquiries regarding boundary marks and to report to the Collector any instances of disappearance, removal, or damage. It shall also be the duty of gomasthas and tahsildars

(69) *Rule 711, page 183.*—For the word "Government" in the second and third sentences *substitute* the word "Crown".

Officers in charge of Government Estates and Managers of Wards' Estates must see that these inspections are carried out and note the result in their annual reports. Officers should be supplied with copies of the mark maps on which they will note the date of their inspection opposite the mark inspected. Collectors will arrange for the systematic distribution of such maps and for annual returns showing the result of inspections.

Entry in register 8 (Collectorate).

712. The Collector should enter in his Register 8 (Miscellaneous cases) all reports which he receives regarding the disappearance, damage, or removal of marks. In column 3 of this register the name of the thana, the serial number of the mark, and a brief abstract of the report should be entered. In columns 5 and 6 the Collector should enter separately each order which he passes, *e.g.*, an order imposing a fine and an order regarding the repair of the mark. Any order of fine should also be entered in the Collector's Register of Revenue Fines. In the remark column of the Register of Boundary marks there should be a cross-reference to each case in Register 8 which concerns this mark. If reports regarding marks are numerous in any district, the Collector may open a separate volume of Register 8 for such cases.

Procedure on report of diluviation.

713. If the report shows that the land on which a mark stands has been diluviated, it will ordinarily be sufficient to file a report and to note the fact in the Register of Boundary marks. Even in such cases there should be an entry in Register 8. When necessary, the Collector may verify the fact of diluvion by deputing an officer to make a local enquiry.

Procedure on report of wilful damage, etc.

714. If the report shows that any mark has been wilfully erased, removed, or damaged, the Collector will take action under sections 53-55 of the Bengal Survey Act, V of 1875, and will repair the damage out of the amount recovered from the person convicted, if any. If the necessary amount cannot be so recoverd, the Collector may have the boundary mark restored or repaired and recover the expenses under section 56 of the above Act from the occupants of such of the conterminous lands and in such proportions as he thinks fit.

Procedure on report of accidental damage.

715. If the boundary mark was originally erected in course of proceedings under Chapter X of the Bengal Tenancy Act and advance recovery has been made for its maintenance under section 114 of the Act, the Collectors shall, if the damage be accidental or, if wilful and the cost of repairs or restoration cannot be recovered according to the foregoing rule, meet the cost of repair or restoration from the budget provision which shall have been previously made under "Maintenance of Boundary marks—22-General Administration—District Administration—General Establishment." In such cases in Government Estates to which section 114 of the Bengal Tenancy Act has no application, the cost of

repair or restoration of marks should be met from the budget provision for management of Government Estates. This also applies to temporarily-settled private estates under the management of Government. In similar cases in Government Estates settled with farmers or temporarily-settled private estates settled with farmers or proprietors, to which estates section 114 (2), Bengal Tenancy Act, has also no application, a notice should be served on the lessee calling on him by virtue of his lease (*vide* Appendix N) to repair and restore such and such marks or to file such and such a sum in the Collectorate for the repairs or restoration within a certain time, in default of which the Collector will himself repair or restore the marks and take legal measures to recover the cost from the lessee.

If the costs are not paid, for all practical purposes the application of section 50 of the Survey Act should be sufficient.

Procedure for levy of cost of repairs where there has been a survey under the Bengal Survey Act.

716. If the mark has been erected in the course of a survey under the Bengal Survey Act, V of 1875, which as not been accompanied by proceedings under Chapter X of the Bengal Tenancy Act, the cost of repairs for accidental damage will be recovered under section 20 of the Survey Act from the person or persons to whom such boundary mark shall have been assigned under section 19.

The Collector will, at the same time, consider whether there are grounds for proceeding under section 52 against the person to whom the mark has been assigned for failing to report the damage done.

Duties of amins deputed to restore marks.

717. Ordinarily the Collectorate kanungos should be able to make the necessary measurements for restoring missing marks, but the Collector may, when required, depute amins to restore marks that have been removed or damaged. The kanungo or amin must replace the mark with absolute accuracy from the vandyked copies of the village maps. It should be remembered that a traverse tri-junction may sometimes differ from the true village tri-junction. Amins when employed can be paid up to a rate of Rs. 2 per mark, but their work should be checked by Collectorate kanungos or other officers. The officer replacing the mark will submit a final report stating the date on which each mark was restored or replaced, and the fact of restoration will then be noted in the remark column of Register 8.

Method of relaying.

718. It will usually be possible to locate the spot where the mark is to be placed by triangulating from the corners of neighbouring fields. In diara areas, where the exact position of field corners is doubtful, it may be necessary to use the sight-vane. The methods to be adopted for triangulation or for locating missing points are fully described in the Technical Rules in the chapter on cadastral survey. The attendance of dafadars and chaukidars should be procured when embedding the mark.

Report of damage by residents outside the jurisdiction of the Province.

719. A special report will be submitted by the Collector to Government, through the Commissioner, should it appear that any mark, being on the boundary of the Province, has been removed or damaged by persons living beyond the jurisdiction of the Government of Bengal.

Report on boundary or special marks to be annually made by District Officers.

720. The action taken during each financial year to carry out the above rules should be fully and methodically described by the District Officers in a separate report which should be forwarded by them to the Director of Land Records and Surveys on the 15th of October. The report should contain information arranged according to (*a*) Government estates and temporarily-settled estates, (*b*) Wards' estates, and (*c*) Zamindari estates, in the form of Appendix X to the Annual Report (Form 21) of the Director.

The report and statement should deal only with permanent marks (of stone, brick, etc.) and should not include temporary marks (like bamboo pegs or unburnt clay cylinders). As marks, maps and registers have not yet been prepared for all the districts of this province, these rules are fully applicable only to those areas for which such maps and registers exist. The district reports should, wherever possible, show figures separately of areas for which maps and lists exist and of areas for which they do not exist. In dealing with the results of inspection of boundary or special marks, the reports should state how much of the inspection was done by subordinate agency, consisting of gomastas, tahsildars, etc., and how much by superior agency, *e.g.*, managers of estates, gazetted officers on tour, etc., and if separate notes of inspection by each class of agency have been kept, columns 5 to 8 of the statement may be subdivided into sub-columns (*a*) and (*b*) to show the amount and result of each class of inspections.

A full account should be given of the steps taken to restore damaged or missing stones, and, if in any year any balance remains over to be restored, an account of the action taken to complete the work should be given in the following year's report.

Director of Land Records and Surveys to summarise reports on boundary marks in his Annual Report.

721. It will be the duty of the Director of Land Records and Surveys to summarise the information received from the District Officers in accordance with the preceding rule in his Annual Report on Settlements and Land Records.

NOTE.—The rules in this chapter should, as far as practicable, be followed as regards the inspection of and repairs to the pillars on the boundary line along the district of Jalpaiguri, except where it coincides with the boundary of reserved forests. In the latter case the boundary pillars will be inspected annually by the subordinate in charge of a forest range or beat and his report checked by a gazetted officer of the Forest Department by a personal inspection of a portion of the boundary. This officer will forward the report to the Deputy Commissioner who will incorporate it in his report to the Director of Land Records and Surveys, Bengal, under rule 720 above.

Pillars falling on the boundaries of tea grants should be dealt with by the officer whose duty it will be to inspect the other boundary marks in the ordinary course.

CHAPTER IV.—Uses of Settlement Records in Executive Matters.

Information contained in records.

722. The general nature of the information, which is contained in the settlement record, will appear from an examination of the settlement report itself. The information is given in the abstracts compiled for the thana and the district as a whole, but it will often be useful to collect similar information for smaller units of area for special purposes.

Arrangement according to mauzas.

723. The records and the statistical abstracts have been prepared, mauza by mauza, and are bound up in separate volumes for each mauza. So soon, therefore, as it is known which are the mauzas which cover the area for which the information is required, it is easy to compile the information from the several volumes. The information directly obtainable from the settlement records is of much value for economic enquiries. The number of estates, the number of proprietors, the extent of their holdings and their rents, the crops grown in the year of the settlement and the extent of cultivation of each crop in that year, the area waste, or occupied by roads and rivers, and so forth, can all be ascertained.

Information in famine, etc.

724. The statistical information compiled by the Settlement Department may have great value for the purpose of the enquiries in anticipation of famine or scarcity or for the purpose of ascertaining and noting in definite selected areas the changes which have taken place since the date of the settlement.

Basis of legislation.

725. By such enquiries made from time to time accurate facts may be secured upon which it may be possible to base sound conclusions and useful legislation.

Thana maps.

726. Thana maps on the scale of one inch to the mile have been prepared or are under preparation for all districts. The maps of districts in which the record-of-rights has been completed are more up to date than those of other districts, but all the maps contain details which make them invaluable for administrative purposes. They show the division of the area into mauzas which are numbered in a series running from north-west to south-east. Accompanying the maps are lists showing for each number the corresponding mauza name.

The maps show the more important features of the country, such as rivers, railways, and the principal roads as well as the names of the mauzas.

Difficulty of subdividing areas overcome by use of thana maps.

727. The thana map and the jurisdiction list for the thana are of almost incalculable value to a District Officer in almost every department and every phase of his work. One great difficulty a District Officer has constantly to face in a large district is that of accurately subdividing the area with which he intends to deal. The thana is no doubt an accurately defined and definite area, but it is only occasionally that this is the area with which a District Officer wishes to deal; and even where, as

in taking a census, this is so, he finds it necessary to take up and deal with this large area, piece by piece, in smaller blocks.

The thana maps enable him to do this with perfect precision and exactness. The mauzas are precisely defined areas; their boundaries are well known in the locality; every man who has land has a khatian which mentions the mauza name of his land; and by the help of the thana map, the District Officer can conveniently subdivide the area to be dealt with into separate mauzas or groups of mauzas.

Area completely accounted for and no part touched more than once.

728. No doubt local knowledge is also required, as two mauzas which are near together may be separated by an impassable jhil, and two which are a comparatively long way apart may be connected by a good road or railway. But the important point is that with this map to assist him, the District Officer can be absolutely certain that every piece of the area in question is accounted for, and that nothing is taken up twice. Mere lists of names of villages are confusing and indefinite. *Paras* and hamlets often have names different from the mauza within which they lie, while the repetition of the same village name in different thanas is common. This confusion can be avoided by the use of the name and jurisdiction list number of the mauza combined with the thana map.

Education.

729. In the Education Department the inspecting staff makes use of distrirt maps and thana maps for marking the position of the various kinds of schools. These maps should also be hung up in all colleges and high schools. In cadastrally surveyed districts a printed copy of the 16″ village map of the village in which any school (from a primary school upwards) is situated might with advantage be hung up in the school.

District and local board purposes.

730. Rule 498 provides that District Boards should be supplied free of cost by the Settlement Department with a complete set of maps of every village in the district and each Union Board with a copy of the maps of every village within its jurisdiction. These maps can be conveniently used for showing the position of—

(*a*) wells and tanks;
(*b*) pounds and ferries;
(*c*) District and Union Board roads;
(*d*) bridges and culverts; and
(*e*) Dâk Bungalows.

With the aid of these maps, the encroachments made on these public roads, tanks, etc., may be prevented. The maps will also be useful in determining the suitability of sites of proposed wells, tanks or tube wells.

The use of 4″ maps.

731. Four-inch jurisdiction maps which are supplied to the District Officers can be used for the following purposes:—

(*a*) to mark the lines of alluvion and diluvion;
(*b*) for use by Union and Local Boards;
(*c*) for use by the Irrigation Department;

(*d*) for preparation of comparative maps and for relaying any boundary connected to the Revenue Survey;

(*e*) for connecting up any new traverse for scattered areas; and

(*f*) for the purpose of calculating latitude and convergency for the calculation of Azimuth.

Collectorate purposes.

732. There are many departments of Collectorate work in which the settlement maps and records give valuable help, viz.—

(*a*) *Partition.*—The maps and records will serve as the basis of the partition: local enquiry will be necessary in order to correct them and bring them up to date, and in order to fix the field rent as distinguished from the rent of the holding.

(*b*) *Land acquisition.*—In preparing land acquisition schemes, the officer entrusted with the preliminary investigation should procure a copy of the settlement mauza map and mark on it the land to be acquired. He should also obtain information from the settlement records in order to ascertain the rates of rent, classes of tenure and other details necessary to enable an estimate to be formed of the probable cost of acquiring the land. In the case of small plots, the scale of settlement maps is ordinarily too small to admit of their use as land acquisition maps, nor can the settlement maps ordinarily be used as the final maps for acquisition of lands required for railways, as the scales prescribed for railway land plans are different.

(*c*) *Embankment cases.*—In cases in which it is necessary to determine the area benefited by an embankment, the area may be marked on the thana map. The settlement records will supply the information requisite for assessing the cost on estates and proprietors.

(*d*) *Cess revaluation.*—The settlement record will be the basis of Cess Revaluation, whenever Revaluation follows the District operations.

(*e*) *Wards' Estates.*—The thana maps are useful for showing the positions of the several properties and organising the collecting establishments.

(*f*) *Irrigation and drainage.*—The settlement record will show the value of the land, the crops grown and the names of proprietors in an area for which an irrigation or drainage scheme is proposed.

(*g*) *Relaying boundaries.*—The cadastral maps prepared in connection with a record-of-rights will be useful in relaying boundaries under section 45 of the Bengal Survey Act. Under that section a Collector has the power to relay a boundary which has been determined in the course of a survey and record-of-rights (and of certain other proceedings discussed in I. L. R. VI, Cal. 453).

NOTE.—The Collectors' powers under section 45 of the Bengal Survey Act are confined to relay, and he is not empowered to decide a dispute or determine a boundary according to possession under this section.

The Collector may relay a boundary under this section if he considers it desirable, but he should decline to help an individual to procure evidence by this means for a civil dispute and should only assent to relay if it is really in the public interest. Where all parties agree about a boundary but are in *bona fide* doubt about its position, a relay may be made by the Collector and his reasons for doing so should appear on the record.

When an application for a relay under section 45 is made regarding a boundary in a diara area, the Collector should be reluctant to undertake the task unless stringent reasons exist. Government order No. 1049 L. R., dated the 26th January 1932, and its enclosures should be referred to, which forbids relay in diara areas except on the advice of the Director of Land Records and Surveys, Bengal. As there are always several maps of various authorities in diara areas, *e.g.*, Thak, Revenue Survey, Diara Survey and District Survey, in addition to maps made in connection with resettlement of revenue or civil cases, proceedings under section 45 should not under any circumstances be made into boundary disputes where each party claims boundaries according to different maps most suitable to himself.

The Collector should not take up any proceeding which is likely to affect adversely the boundary of a Government estate.

Before proceeding to make a survey or relay, a general notice under section 5 of the Act should be issued. The Collector has no judicial functions under section 45 but acts in purely executive capacity.

As a Collector cannot determine a boundary under section 45, section 46 does not apply to any line relaid under this section. If it is necessary to put boundary marks on the line relaid, this can be done under section 15 if applicable.

(*h*) *Nazarat.*—A copy of the thana map and jurisdiction list should be used by the Nazir to assist him in distributing processes for service. The boundaries and numbers of Unions should be marked on this map.

(*i*) *Famine.*—For defining famine circles and charges, the thana maps are invaluable. They can also be used in conjunction with the several registers and the census tables for collecting statistical information in anticipation of famine.

(*j*) *Excise.*—District or thana maps should be used for showing excise shops, cases and tours as may be prescribed by the Commissioner of Excise.

Magisterial purposes.

733. On the Magistrate's side of a District Officer's work the thana maps and settlement records can be utilised as follows:—

(*a*) *Chaukidari.*—The boundaries and numbers of Unions should be marked on thana maps. These maps should be kept corrected up to date in the Magistrate's office, and copies should be supplied by the Magistrate to thanas.

(*b*) *Census.*—In subdividing the district or thana for making a census, the maps are invaluable, for the census Mauza Register follows strictly the serial numbers of the mauzas as given in the jurisdiction lists prepared by the Settlement Department and as shown in the thana maps.

(*c*) *Disputes as to possession.*—In disputes as to possession, the settlement records are of great and special value. Not only do they show who was in possession at the time of the settlement, which is a useful and definite fact, but they also enable it to be stated with accuracy and precision in the record of the case, when the dispute comes into court, what is the precise area to be dealt with. Every plot of land in the district has been mapped and given a number in the mauza map. The plot or plots in dispute can, therefore, be marked in this map and if a printed copy of the mauza map is filed with the record, there cannot be any doubts as to what precise area is in dispute. It may sometimes be necessary where the parties cannot speak of their plots or their numbers to ascertain them by local enquiry. But in any case it is easy to avoid the indefiniteness which is a

fruitful source of these difficult and troublesome cases coming to nothing. Decisions in such cases often prove to be of no value, because it is impossible to point out precisely to what they related.

(*d*) *Police.*—(*i*) Applications for additional police to be quartered in disturbed areas at the cost of the inhabitants are required to be accompanied by lists of the names and numbers of the mauzas concerned; the settlement record will show the names of the proprietors and the tenants of all grades as well as the rents paid by the tenants.

(*ii*) The use of vandyked copies of the thana maps has been prescribed for crime maps in all police-stations, other than town stations for which town or municipal maps are to be used.

(*iii*) For the preparation of plans of scenes of crimes which are required to accompany charge-sheets in certain cases, use may be made of the 16"=1 mile settlement map, unless this scale is too small.

Uses in Registration Department.

734. It has been directed by Government Notification No. 1126 Regn., dated the 3rd February 1917, under section 22, clause I of the Indian Registration Act, XVI of 1908, that in all areas in which a cadastral survey has been made and a record-of-rights prepared under the authority of Government, houses and lands shall be described by reference to the detailed maps or records prepared in the course of these operations. The Notification is reproduced *in extenso* in Appendix D.

Report on uses made of settlement records to be annually made by District Officers.

735. The uses made during the settlement year of the survey and settlement records should be fully and methodically described by the District Officers in a report which should reach the Director of Land Records and Surveys by the 15th October. The Director will incorporate a summary of the District Officer's reports in his Annual Report. The information should [illegible] among others that may be [illegible] showing points [illegible]

C.S 43

II. *Delete* rule 735 at page 190.

[illegible] records are used in criminal work; [illegible] officers receiving criminal petitions regarding any land dispute call upon the petitioner to prove that he or his predecessor-in-interest was recorded as in possession in the khatian; whether the police are instructed to examine the khatians or parchas when they enquire into any case of dispute; whether the presumption of correctness of entries in a record-of-rights (see section 103B, Bengal Tenancy Act) is understood by Magistrates and the police; whether the police use the survey maps, as far as possible, in preparing sketches of the scenes of crimes; whether thana maps have been obtained, and, if so, whether they are available at thanas.

(*ii*) To what extent survey and settlement records are used in the Collectorate work, whether they are used in land acquisition, cess revaluation, the management of Government and Wards' estates, and generally whenever a map or a record of occupancy is required; and

(*iii*) Whether the description of land by survey or settlement numbers is insisted on in sub-registry offices.

CHAPTER V.—General Suggestions as to the use to Magistrates of Settlement Records in the trial of criminal cases arising out of Land Disputes.

Identification of the lands in dispute.

736. When any complaint is made relating to land for which a survey and record-of-rights under the Bengal Tenancy Act has been made, it will be found very useful to require the complainant to state the survey number of each plot of the land which is the subject-matter of, or the occasion of, the complaint, and should he claim it as his own, to produce certified copies of the khatian or, failing that, the parcha granted at the time the record was under preparation. This will obviate any uncertainty about the identity of the subject-matter in dispute.

Presumption of correctness attaching to the record.

737. It is to be remembered that the finally-published record has been prepared after a most elaborate system of checks by specially selected officers, and that under section 103B of the Bengal Tenancy Act, every entry in the record is to be presumed to be correct until it is proved by evidence to be incorrect. Similarly, under section 83 of the Evidence Act, the maps are presumed to have been made under the authority of Government and to be correct. With regard to disputed entries decided under sections 105A and 106, Bengal Tenancy Act, the decision of the Revenue Officer has the force and effect of a decree of the Civil Court in a suit between the parties, subject to the appeals provided by law.

Criminal courts not to be used for the purpose of contesting the validity of the record.

738. It is highly inexpedient to allow complainants to utilise the Criminal Courts merely for the purpose of contesting the validity of entries in the record-of-rights, a practice very common during the progress of the settlement operations.

Boundary tenants useful witnesses.

739. Another benefit to be derived from using the records is that the parties are at once bound down to one or more particular plots of land. Formerly, it was a common practice to dispute every boundary and every detail connected with a field, so that it was almost impossible to make out what were the facts in issue, or what the parties were fighting about. Now in areas which have been surveyed, the field is plot No. X in mauza Y and the names of the landlord and the tenant in possession (until the contrary is proved) are on record, as well as the names of the cultivators immediately adjoining on all four sides, who are often the most competent witnesses in the case.

Use of records in riot cases.

740. In riot cases, which so frequently arise out of disputes regarding land, it is common to set up the defence that the accused were in possession and acted in self-defence. A reference to the settlement records, and, if necessary, a local inspection with the aid of the records, might settle this point at once or at least be of great help to the Court in determining the question of actual possession.

Copies of settlement papers distributed to the public.

741. During the preparation of the record-of-rights (khanapuri and bujharat) all occupiers of lands receive copies of the entries in the khatians relative to their lands, which are known as parchas. These parchas are ordinarily corrected up to date at

the time of attestation, but they are only of value to the holders of them up to the time of final publication. Once a record-of-rights has been finally published, all officers dealing with land matters must look to the entries made in that record, which supersede all entries in parchas.

The above remarks apply also to copies of khatians, copies of decisions recorded at the time of khanapuri, at the time of attestation and at the time of the disposal of objections under section 103A: in fact, to all copies issued before the stage of final publication. These, like the parchas, are of value only before the final publication of the record-of-rights. After the record-of-rights has been published, copies of the entries in it relating to the lands held by each landlord and by each tenant are distributed to the landlords and tenants, stamped with certificates that they are true copies of records finally published under section 103A. These are the documents that should be invariably called for from disputants who claim possession of lands, and in all cases in which the rights of parties to landed property are relevant. Their contents should be presumed to be correct until the contrary is proved by evidence, except in the few cases in which another party can show by a subsequent decree, in a case under section 106 or 105A, that the entries in the record-of-rights were legally modified, or that a new rent has been settled for a holding under section 105, in the place of the rent recorded as the existing rent.

Action to be taken where settlement operations are still in progress.

742. Where settlement operations are still in progress and an officer has to deal with a land dispute, or any other matter involving a reference to the settlement papers, it is clearly of the first importance that he should understand the exact stage which has been reached, and whether the record has been finally published or not. This he may be able to ascertain from the evidence immediately available, but if there is any doubt on the subject, he should apply to the Settlement Department for the requisite information. If the stage of khanapuri or bujharat only has been passed, he will call for the parchas relating to the lands he is dealing with. If the records have been attested and published in draft, he must receive any evidence that may be offered to show that the entries in the parcha were modified at that stage, or may enquire from the Settlement Department as to the entries actually to be found in the draft records. Should the third stage have been decided under section 103A, he will remember that the decision operates to modify the entries made in the parcha or in the draft record.

Further information on settlement matters.

743. Further information on settlement matters, including the preparation of the record, the sources of law which give it validity, and the common vernacular terms employed in settlement work may be obtained in the independent publication entitled "Guide and Glossary to Survey and Settlement Records in Bengal."

CHAPTER VI.—Colonisation.

Colonisation.

744. In order to avoid misapprehension, a few instructions are appended concerning colonisation [vide rule 580 (*a*) which defines it as a settlement of uncultivated and unoccupied lands] and its relation to settlement operations proper.

Colonisation by Collector as zamindar.

745. The work of colonisation—that is, the work of selecting settlers for new land, assigning allotments to those settlers, and entering into initial contracts with them—is one of the ordinary functions of the Collector. This work is of an executive nature, and although the contracts with the settlers must be consistent with the Bengal Tenancy Act, the work itself is not carried out under Chapter X of that Act or under Regulation VII of 1822 or under any other law. The Collector is merely acting as a zamindar.

Resettlement after colonisation.

746. At the end of the period of the initial contracts, the estate comes for the first time under "setlement." In fact, so far as Government estates are concerned, the operation is more correctly termed "resettlement." If there is a Special Settlement Officer in the district, he carries out the operation of resettlement, otherwise it is carried out by the Collector as *ex-officio* Settlement Officer.

Settlement Officer's duty during colonisation.

747. While the respective functions of the Collector and the Settlement Officer are as explained in last paragraph, they are expected to give mutual assistance to one another. On the one hand, the Settlement Officer will not confine himself, in the case [illegible] Collector, demarcate suitable holdings both on the map and on the ground. Wherever circumstances are suitable, this will be done in the rectangular or "bargadagi" method (vide Appendix Q). The selection of settlers for these holdings and the determination of the rate of rent for the initial period of settlement, will rest with the Collector; but if the Settlement Officer is in a position to assist the Collector in the selection of settlers, the Collector should, of course, avail himself of that assistance, and the Collector should make a point of consulting the Settlement Officer regarding the initial rate of rent.

(72) *Rule 747, page 193.*—For the word "Government" in the second sentence *substitute* the word "Crown".

Collector's duty during resettlement.

748. On the other hand, the Collector and the Settlement Officer should work in close co-operation when the Settlement Officer is carrying out the resettlement of a Government estate. In particular, the Collector should place his maps, jamabandis and collection papers at the Settlement Officer's disposal and should instruct the tahsil officers and the raiyats to point out boundaries and give all other necessary information. If the estate under resettlement contains a considerable area of unsettled land which is ripe for cultivation, the Settlement Officer should also, if so desired by the Collector, demarcate holdings on that land in the manner explained in last paragraph. He should in any case determine, having due regard to the fair rents which he is fixing for the cultivated portion of the estate, at what rates the uncultivated portion of the estate will be leased out during the forthcoming period of settlement. These rates should be embodied in the confirmation report of the estate and should be made known to all the tenants. The Collector should see that the rates are carefully observed.

APPENDIX A.

Extracts from Government Rules under the Bengal Tenancy Act.

NOTIFICATION.

No. 6462L.R.—The 26th March 1929.—In exercise of the power conferred by sub-section (7) of section 39, and section 189 of the Bengal Tenancy Act, 1885 (VIII of 1885), the Governor in Council is pleased to make the following rules for all the districts of the Presidency of Bengal, to which the said Act applies, in supersession of all rules made by the Government of Bengal, under the aforesaid provisions of the said Act.

H. J. TWYNAM,
Secy. to the Govt. of Bengal (offg.).

Rules under the Bengal Tenancy Act, 1885 (VIII of 1885).

CHAPTER I.

GENERAL.

Supervision and control by Local Government.

1. Except where otherwise provided for by law or by these rules, all proceedings and orders of Revenue Officers, passed in the discharge of any duty imposed upon them by or under the Bengal Tenancy Act, 1885 (hereinafter referred to in these rules as "the Act"), shall be subject to the supervision and control of the Local Goernment; and the proceedings and orders of each Revenue Officer under the Act shall be subject to the supervision and control of the Revenue Officers to whom he may be declared by the Local Government to be, for the purposes of the Act subordinate.

Act VIII of 1885.

The Collector and the Commissioner, in whose jurisdiction operations under these rules are in progress, shall be entitled to inform themselves of the nature and progress of such operations.

Service of notice where mode not prescribed by the Act or these rules.

2. Where no other mode of service of notice is provided by the Act or by these rules, service shall be effected in the manner provided for the service of summons on a defendant under the Code of Civil Procedure, 1908, if the notice is addressed to one or more persons occupying or owning the same holding or tenure; and if it is addressed to a number of persons occupying or owning different holdings or tenures in the same village, the notice shall be served in the manner provided for the service of summons on a defendant under the Code of Civil Procedure, 1908, or by proclamation and beat of drum, and by posting it, in the presence of not less than two persons, on some conspicuous place in the village, and also by fixing it up in the village office, if any, where

the rent is usually paid. In the case of uninhabited villages, the posting of the notice shall be made in the nearest inhabited village:

Provided that where the person to be served is a minor notice shall be seved on the minor and also either on his or her legal guardian or on his or her guardian *ad litem* appointed by the Court for purposes of service on an application by the person asking for service of notice.

CHAPTER IV.

Record of Proprietor's Private Lands.

Application for record of proprietor's private land to whom to be made.

18. *Section 118.*—Applications under section 118 of the Act shall be made to the Collector of the district. If any such applications be presented to any other Revenue Officer, he shall forward it for orders to the Collector.

Signature of, and particulars to be contained in application.

19. The applications shall be signed by the party making it, shall contain the following particulars, so far as the applicant is able to furnish them:—

(*a*) the name, tauzi number, and Government revenue of the estate;

(*b*) the names of the registered proprietors, and the share held by each;

(*c*) the specification of each plot of land referred to in the application, showing the village in which it is situated and the area and boundaries of each plot, if known;

(*o*) the names of the tenants (if any) in occupation of each plot; and

(*e*) the grounds of the application.

Inquiry on receipt of application.

20. On receipt of the application, the Collector shall make such inquiry as he may think fit by examining the applicant or his agent, and may call for further particulars before ordering further proceedings. If the Collector directs that further proceedings be taken, he may transfer the application for inquiry and report to any Revenue Officer subordinate to him.

Measurement of lands where necessary and deposit of cost thereof.

21. If the area of the lands has not been already ascertained by measurement made by competent agency under the authority of Government, or if for sufficient reason a further measurement is considered desirable, the Collector shall order that the lands be measured and shall estimate the cost of measurement, and shall require the applicant to deposit the amount either at once or in such instalments as he may deem fit.

Record of proceeding.

22. If the Collector determines that the land or any portion thereof is proprietor's private land within the meaning of section 120 of the Act, he shall record a proceeding to that effect and

shall attach thereto a map of the land as ascertained by measurement.

23. Rules 38 to 45 relating to Revenue Officers acting under Chapter X of the Act shall apply *mutatis mutandis* in the case of Revenue Officers acting under Chapter XI of the Act.

Rules 38 to 45 to apply to officers acting under Chapter XI of the Act.

CHAPTER VII.

PART I.—Powers of officers making surveys and preparing records-of-rights.

38. When a Revenue Officer is appointed for the purpose of making surveys and preparing records-of-rights under Chapter X of the Act within any district, he shall be appointed either with or without the additional designation of "Settlement Officer" or "Assistant Settlement Officer." Every such officer is hereby vested with—

Powers vested in Settlement and Assistant Settlement Officers.

(*a*) all the powers exercisable by a Civil Court in the matter of procuring the attendance of parties and witnesses and the production of documents and of examining the same;

(*b*) powers to enter upon any land included within the area, in respect of which the order under section 101 of the Act has been made, and to survey, demarcate, and make a map of the same;

(*c*) power to cut and thresh the crops on any land, in respect of which the order under the said section 101 has been made, and to weigh the produce with a view to estimating the capabilities of the soil; and

(*d*) power to take down evidence with his own hand in the English language, in proceedings held under Chapter X of the Act in which an appeal is allowed in accordance with the procedure laid down in the Code of Civil Procedure, 1908, for the trial of suits.

39. A Revenue Officer appointed with the additional designation of "Assistant Settlement Officer" is also hereby vested with all the powers of an Assistant Superintendent of Survey and of a Deputy Collector under the Bengal Survey Act, 1875.

Further powers vested in Assistant Settlement Officer. Ben. Act V of 1875.

40. A Revenue Officer appointed with the additional designation of "Settlement Officer" is also hereby vested with all the powers of Superintendent of Survey under the Bengal Survey Act, 1875.

Further powers vested on Settlement Officer.

41. A Revenue Officer appointed with the additional designation of "Settlement Officer" or "Assistant Settlement Officer" is also hereby vested with all the powers exercisable by a Civil Court in the trial of suits.

Further powers vested in Settlement and Assistant Settlement Officers.

Power of Settlement Officer to make over certain matters to Assistant Settlement Officer.

42. A Revenue Officer appointed with the additional designation of "Settlement Officer" may, by general or special order, make over for disposal to any Assistant Settlement Officer subordinate to him—

(*a*) objections under section 103A;

(*b*) the settlement of fair rents, including the preparation of a table of rates;

(*c*) the preparation of a settlement rent-roll under Chapter X, Part II of the Act;

(*d*) objections under section 104B(*3*) or section 104E;

(*e*) applications for settlement of fair rents under section 105; and

(*f*) suits instituted for the trial of disputes under section 106.

Power of Settlement Officer to withdraw and transfer cases.

43. A Revenue Officer appointed under the designation of "Settlement Officer" may also withdraw from the file of any Assistant Settlement Officer subordinate to him any of the proceedings mentioned in rule 42, and may dispose of them himself, or transfer them for disposal to any other Assistant Settlement Officer subordinate to him. He may also transfer to a competent Civil Court for trial any particular case or class of cases under section 106 of the Act.

Collector of district to discharge functions of Settlement Officer where no such officer appointed.

44. Where no special Settlement Officer has been appointed for any district, the Collector of that district is hereby appointed to discharge all the functions of a Revenue Officer under Chapter X of the Act, and is vested with all the powers of a Settlement Officer under rule 38 to 43.

Powers vested in Director of Land Records.

45. In respect of all operations under Chapter X of the Act which have been placed under the administrative control of the Director of Land Records, that officer is hereby appointed to discharge all the functions of a Revenue Officer under the said Chapter and is vested with all the powers of a Settlement Officer under rules 38 to 43. In respect of such operations, he is further declared, under section 104B(4), to be the "confirming authority" for tables of rates and settlement rent-rolls which have been prepared by other Revenue Officers, and he is declared, under section 104G (1), to be the superior Revenue authority to whom appeals will lie from original orders on objections passed by other Revenue Officers under section 104B (3) or section 104E. In the case of tables of rates and settlement rent-rolls prepared by the Director of Land Records, the Board of Revenue will be the "confirming authority," and in the case of original orders on objections passed by the Director of Land Records, the Board of Revenue will be the appellate authority.

PART II.—PROCEDURE IN THE PREPARATION OF A RECORD-OF-RIGHTS.

Applications under sections 101(*2*)(*a*) and 103.

46. (1) Applications under section 101 (*2*) (*a*) and under section 103 of the Act shall be made to the Collector, who shall forward them with his recommendations through the Director of Land Records to the Commissioner.

(2) Every application under section 101 (2) (a) shall specify—

(a) whether the applicant is a landlord or tenant;

(b) the local area, estate, tenure or part thereof for which the application is made;

(c) the interest of the applicant in the lands of the local area, estate, tenure or part thereof.

(3) Every application under section 103 shall specify—

(a) the status of the applicant, viz., whether he is a proprietor or a tenure-holder or a raiyat;

(b) the particulars specified in section 102 of the Act, in respect of which the application is made; and

(c) the number of tenants occupying the estate or tenure or part thereof, in respect of which the application is made, the total rent payable by them at the time, and the estimated area covered by the application (so far as the applicant is able to give these particulars).

(4) If the application under section 101 (2) (a) or under section 103 of the Act, is made by a proprietor, it shall not be admitted unless the name of the applicant and the extent of his interest are registered under the Land Registration Act, 1876. Ben. Act VII of 1876.

(5) If the application under section 103 is made by a tenure-holder, it shall not be admitted unles the right of the tenure-holder and the extent of his interest is admitted by the superior landlord or is proved to the satisfaction of the Collector.

(6) The Commissioner shall forward an application under section 101 (2) (a) with his recommendation to the Local Government for orders.

(7) The Commissioner may allow an application under section 103, or, if he considers that it cannot be granted with advantage to the interests of all persons concerned, he may reject it, recording his reasons for doing so.

(8) When an application under section 101 (2) (a) or section 103 of the Act is allowed, the Collector shall call upon the applicant to deposit one rupee per acre of the estimated extent of the estate or tenure or part thereof in respect of which the application has been allowed.

(9) If the amount so deposited proves more than sufficient to cover the cost of the proceedings, the unexpended balance will be refunded on their termination. If the amount deposited proves insufficient to cover such cost, the applicant shall, when required by the Collector, deposit from time to time such further sums as the Collector may think necessary for the completion of the proceedings. If he shall fail to do so, the proceedings may be stopped and the order allowing the application cancelled.

Procedure for making survey and preparing record-of-rights.

47. (1) When an order has been made under section 101(1) or section 101 (2) of the Act directing that a survey shall be made and a record-of-rights prepared by a Revenue Officer in respect of the lands of any local area, estate or tenure or part thereof,

the survey shall be made and the record-of-rights prepared in the manner described in the following rules (in this Part and in Part III of this Chapter) and by the following processes, namely:—

(*i*) Traverse survey.

(*ii*) Cadastral survey.

(*iii*) Erection of boundary marks.

(*iv*) Preliminary record-writing (or khanapuri).

(*v*) Local explanation (or bujharat).

(*vi*) Attestation.

(*vii*) Publication of the draft record.

(*viii*) Disposal of objections under section 103A.

(*ix*) Preparation of the settlement rent-roll, in cases in which a settlement of revenue is being or is about to be made.

(*x*) Preparation of the final record.

(*xi*) Publication of the final record.

(*xii*) Distribution of the final record and of printed maps; and recovery of costs where ordered under section 114.

(*xiii*) Settlement of fair rents under sections 105 and 105A.

(*xiv*) Trial of suits under section 106.

Provided that stage (*v*)—local explanation—may be omitted with the approval of the Director of Land Records and Surveys, Bengal.

(2) A Revenue Officer who has been appointed with the additional designation of "Settlement Officer" may, at any time before the publication of the final record, didect that any portion of the proceedings in respect of the lands of any local area, estate or tenure or part thereof, shall be cancelled and that the proceedings shall be carried out *de novo* from such stage as he may direct.

(3) When an order has been made under section 103 directing that all or any of the particulars specified in section 102 shall be ascertained and recorded with respect to any estate or tenure or part thereof, the Revenue Officer shall proceed in accordance with the following rules (in this Part and in Part III of this Chapter), so far as they may be applicable.

Traverse survey.

48. The cadastral survey of the notified area shall be based upon a traverse survey, and such traverse shall ordinarily be carried out by theodolite observations. If possible, the traverse survey shall be connected with one or more points which have been fixed by previous surveys.

Cadastral survey.

49. (1) In the course of proceedings under section 101 of the Act, a large-scale map showing roads, rivers, railways and other physical features of the country, as well as homesteads and other fields, shall be prepared for each village contemplated by section 115A of the Act as the unit of survey and record.

(2) When the area contained within the external boundaries of the village maps of the previous survey contemplated by section 115A is unsuitable as the unit of survey and record, or, if there has been no such previous survey, the Settlement Officer shall, after ascertaining, as far as possible, the opinions of the landlords and tenants concerned, submit his proposals for the determination of the area to be adopted as the unit of record and survey to the Board of Revenue through the controlling officers to whom he is subordinate. That unit shall, if sanctioned by the Board of Revenue, be adopted in framing the record-of-rights, but shall not be deemed to constitute a village within the meaning of the Act until a notification has been issued under section 3 (*19*) (*b*). The Board of Revenue shall submit a copy of its order in each case to the Local Government for the issue of the notification.

Erection of boundary marks.

50. Boundary marks of a permanent nature shall ordinarily be erected at every point where the boundaries of three villages meet, and may also be erected at any other points where this is necessary, in the opinion of the Revenue Officer, for the definition of any boundary.

Preliminary record-writing.

51. At this and the two following stages the draft record shall be prepared. The draft record shall consist of statements of rights which are hereinafter styled the khatians. There shall ordinarily be a separate khatian for each person interested, or each group of persons jointly interested, in the land, whether as proprietor, tenure-holder, raiyat, under-raiyat or occupant, and each khatian shall show the rights and liabilities of each person or group of persons according to the particulars which have been specified in the notification under section 101. At this stage all such particulars shall find entry, with the exception that no entry shall be made as to the revenue, rent or cess, the class to which the tenant belongs, or the special conditions and incidents of the tenancy. At this stage there shall also be prepared a field-index or khasra arranged according to the serial numbers of the fields in the village. This field-index shall not form part of the draft record. Disputes regarding the ownership of land, or the ownership of any interest in land, shall be decided by a Revenue Officer or a kanungo in a summary manner and on the basis of actual possession.

Local explanation.

52. When the areas of the fields have been extracted and entered in the preliminary record, a copy of each khatian shall be made over by a Revenue Officer or a kanungo to the person or body of joint persons in whose names the khatian has been opened, or to their representatives. Each khatian shall then be examined on the ground, with reference to the village map, by a Revenue Officer or a kanungo, and shall be explained to the person or persons concerned, or their representatives, if present. The Revenue Officer or kanungo shall make such corrections as are necessary in the map, in the draft record, and in the copies of the khatians which have been distributed, if they can be produced for this purpose. At this stage entries of the rent which is payable according to the statement of the landlord and according to the statement of the tenant shall be made in the draft khatians of the

tenants and in such copies as are produced; but the other particulars which were omitted at the stage of preliminary record-writing shall be deferred until the stage of attestation.

Attestation.

53. This stage of the operations shall be taken up after the landlords and tenants have been allowed a sufficient interval to study their copies of the khatians. The attestation of each village shall be taken up at a convenient place in or near the village. Before attestation begins, a proclamation shall be published in the village giving due notice to the landlords and tenants and calling on them to appear before the Revenue Officer on the date fixed, bringing with them their copies of the khatians. As each person appears before him the Revenue Officer shall examine his khatian, read out all the important entries, make corrections where required, and see that the khatian is complete in all particulars. Disputes regarding the ownership of land, or the ownership of any interest in land, shall be decided by the Revenue Officer in a summary manner and on the basis of actual possession. In the khatian of each proprietor or group of proprietors he shall enter with his own hand the revenue payable to Government. In the khatian of each tenant or group of tenants he shall enter with his own hand the class to which the tenant or group of tenants belongs, the special conditions and incidents (if any) of the tenancy and the rent lawfully payable or deliverable to each landlord or group of landlords. In the khatian of each cultivating raiyat as defined in the Cess Act, the Revenue Officer shall, and in the khatian of each tenure-holder as defined therein, the Revenue Officer shall, as far as possible, record the cess lawfully payable to each landlord or group of landlords. The Revenue Officer shall then sign and date the office copy of the khatian, and if the copy of the khatian, which was given to the person or persons concerned, is produced, the Revenue Officer shall see that it corresponds with the office copy as attested. When the Revenue Officer has completed the attestation of all the khatians of a village, he shall draw up a formal proceeding to this effect.

Ben. Act IX of 1880.

Publication of the draft record.

54. The Revenue Officer shall publish the draft record-of-rights by placing it for public inspection free of charge, during a period of not less than one month, at such convenient place as he may determine. A proclamation shall previously be published in each village, informing the landlords and tenants of the place at which the draft record of that village will be open to public inspection, the period during which it will be open to such inspection and the last date on which objections may be filed. Notwithstanding anything contained in the proclamation, the Revenue Officer may extend the period during which the draft record will be open to inspection and during which objections may be filed.

Objections under section 103A.

55. (1) Blank forms of objection shall be supplied free of charge and objections shall, as far as practicable, be made on such forms. Along with the original objection, the objector shall file a copy or copies for service on all other persons who, in the opinion of the Revenue Officer, are materially interested in the case. The Revenue Officer shall issue notices informing the objector and all other persons so interested of the date and place fixed for the hearing of the objection, and with each notice to a person other

than the objector he shall forward a copy of the objection. Objections regarding the ownership of land, or the ownership of any interest in land, shall be decided by the Revenue Officer on the basis of actual possession. The record shall contain the names of the witnesses examined and an abstract of the reasons for the decision. When a Revenue Officer directs that a change shall be made in the rent recorded as payable by any tenant he shall direct that a corresponding change shall be made in the cess if any recorded as payable by such tenant. Objections shall not be disposed of in the absence of any of the parties materially interested, or their representatives, unless the Revenue Officer be satisfied, for reasons to be recorded in writing, that the notice was duly served on the person concerned.

(2) Whenever the Revenue Officer has been unable, before the publication of the draft record to enter the cess payable by all or any of the tenure-holders in any local area, and whenever, owing to a revaluation duly made after the publication of the draft record, there have been changes in the cess lawfully payable by all or any of the tenure-holders in such local area, the Collector may, at any time before the final publication of the record, make an objection to the omissions or entries in question, and the Revenue Officer shall thereupon proceed, notwithstanding anything contained in sub-rule (1) of this rule, to consider the objection, and, if necessary, to make in the draft record of such local area entries or revised entries of the cess which is then lawfully payable by each tenure-holder concerned:

Provided that no such entry or revised entry shall be made unless the tenure-holder has been previously informed of the proposed entry and has been given an opportunity of objecting thereto.

Preparation of a settlement rent-roll.

56. Where land revenue is being, or is about to be settled, the Revenue Officer shall prepare a rent-roll for each village in accordance with the following procedure:—

(i) Before preparing the rent-roll the Revenue Officer shall issue a proclamation informing the landlords and tenants of the time and place at which the preparation of the rent-roll will begin. If any tenant be absent, the Revenue Officer shall make no entry in the rent-roll which would have the effect of altering the rent of that tenant until a special notice has been duly served on that tenant.

(ii) When the Revenue Officer is preparing the settlement rent-roll on the basis of a table of rates, he shall consult the landlord and tenants of the village regarding their own classification of the lands therein and regarding the relative capability of each class of land, according to that classification. When specifying in the table of rates the rate of rent which is fairly and equitably payable in respect of each class of land, the Revenue Officer shall specify and have regard to the rate of rent which is now being paid in respect of each class of land, and shall also have regard to the statements of the landlords and tenants as to the

classification and relative capability of lands. Before settling any rent upon the application of the table of rates, the Revenue Officer shall consider the circumstances of the tenant and shall compare the total rent which he is now paying with the rent which he would pay according to the table of rates. He shall also consider whether the land held by the tenant is good or bad land of its class.

(*iii*) When determining the final entries to be made in the rent-roll, the Revenue Officer shall read out or cause to be read out in his presence, the principal entries relating to the holding and rent of each tenant whose rent is to be settled, and shall enter in the rent-roll with his own hand the fair rent settled for each such tenant.

(*iv*) The Revenue Officer shall enter in the settlement rent-roll the cess which is payable by each tenant to his landlord after the determination of the fair rent.

(*v*) The publication of the draft table of rates, if any, and of the draft settlement rent-roll shall be carried out in the manner and for the period prescribed in the case of the publication of the draft record-of-rights.

(*vi*) Objections under section 104B (*3*) or under section 104E of the Act shall ordinarily be disposed of by the Revenue Officer, in or near the village in which the land is situated. The Revenue Officer shall record his reasons for each order on an objection. Appeals will lie against these orders to the superior Revenue authority mentioned in rule 45.

Preparation of the final record.

57. When all objections under section 103A of the Act have been disposed of, and when the settlement rent-roll, if any, has been prepared, sanctioned and incorporated with the record, and when the draft record has been corrected in accordance with the original and appellate orders on all objections, the Revenue Officer shall proceed to frame the final record. The final record shall be prepared in conformity with the draft record corrected as above, and shall consist of a series of khatians prepared on forms which are generally similar to the forms used for the khatians of the draft record. The khasra shall not form part of the final record. The final record shall be printed or prepared in manuscript accordaing as the Local Government may, by general or special order, determine.

Publication of the final record.

58. The Revenue Officer shall publish the final records-of-rights by placing it for public inspection free of charge, during a period of not less than one month, at such convenient place as he may determine. A proclamation shall previously be published in each village, informing the landlords and tenants of the place at which the final record of that village will be open to public inspection and the period during which it will be open to such inspection.

59. The maps which have been prepared under rule 49 (1) may be printed under the authority of the Local Government, and may be distributed to public officers, to landlords and tenants and to others, in such manner as the Local Government may, from time to time, by general or special order, direct. Copies of the final records-of-rights, or of portions thereof, shall be printed or prepared in manuscript and shall, after certification under section 76 of the Indian Evidence Act, be distributed to public officers, to landlords and tenants and to others, in such manner as the Local Government may, from time to time, by general or special order, direct. The printed maps and the copies of the record or of portions thereof, which are distributed under this rule to persons other than public officers shall be distributed free or on payment, according as, in the case of each local area, the Local Government may direct. When payment is required the sums so received shall ordinarily be adjusted against the expenses incurred on account of survey and settlement, should the account of those expenses still be open.

Distribution of printed maps and of copies of the final record.

I of 1872.

PART III.—Procedure after Final Publication.

Settlement of fair rents under sections 105 and 105A.

60. (1) When the landlord or tenant applies for the settlement of a fair rent, he shall be considered as plaintiff and the opposite party as defendant. The proceedings are not suits but, subject to the directions contained in this rule, the Revenue Officer shall, in actually trying the case, adopt, as far as it is applicable, the procedure laid down in the Code of Civil Procedure, 1908, for the trial of suits.

(2) When the estate or tenure is managed by the Court of Wards or by a manager appointed by the District Judge under section 95 of the Act and a settlement of revenue is not being or is not about to be made, the procedure laid down in this rule for recording and settling rents shall be followed, the manager of the estate or the tenure being regarded as the landlord.

(3) When a landlord or tenant applies for the settlement of fair rent notice shall be served on every person interested in the application, together with a copy of the application, or extract therefrom, or summary thereof, so far as the application concerns such persons.

(4) With the consent of the Revenue Officer, any number of tenants occupying land under the same landlord in the same village may make a joint application for the settlement of rent, or may be joined as defendants in the same proceedings on a similar application by the landlord:

Provided that, if at any time it appears to the Revenue Officer that the question between any two of the parties, of whom one is so joined with others, cannot conveniently be so jointly tried, he may order a separate trial to be held of that question, or he may

pass such order, in accordance with the Code of Civil Procedure, 1908, for the joint or separate disposal of the application, as he may think fit.

(5) On the date fixed for the settlement of fair rents, or any subsequent date to which the proceedings may be adjourned, the Revenue Officer shall read aloud, or cause to be read aloud in his presence, the name of each tenant whose rent has to be settled, the area of his tenancy, and the existing rent, and shall then proceed to settle a fair rent under the provisions of section 105 of the Act.

(6) When a landlord or tenant does not attend, after due service of notice has been proved, the procedure may be *ex parte*.

(7) Where a landlord or a tenant appears and the fair rent is not settled under sub-section (*5*) or sub-section (*6*) of section 105 of the Act, that is, by the acceptance by the parties of a rent proposed by the Revenue Officer, or by compromise, the Revenue Officer shall record evidence in the manner prescribed in clause (*j*) of section 148 of the Act for the trial of rent suits, and shall settle a fair and equitable rent according to law:

Provided that in important cases the Revenue Officer may, in his discretion, record evidence at length.

(8) When a fair rent has been settled under these rules, it shall be entered in the khatian as the rent payable in respect of the tenancy from the date prescribed by section 110 of the Act.

(9) It shall not be necessary for a Revenue Officer to draw up a separate decree with regard to the fair rent settled; but the entry made in his decision or schedule attached thereto with regard to the fair rent settled shall be held to be a decree.

(10) A proceeding under section 105A of the Act shall be considered as part of the proceeding under section 105 in which the issue arose, and the record of a proceeding under section 105A shall be considered as part of the record of the proceeding under section 105. In trying and deciding issues under section 105A, the Revenue Officer shall record evidence in the manner prescribed in sub-rule (7) of this rule.

Suits under section 106.

61. Proceedings under section 106 of the Act shall be dealt with in all respects as suits between the parties.

62. Notwithstanding anything contained in these rules, the procedure prescribed in clause (*l*) of section 148 of the Bengal Tenancy Act, 1885, as being applicable to suits for the recovery of rent, shall be applicable *mutatis mutandis* to proceedings, under sections 105, 105A or 106 of that Act.

Rules under Order XXVI, rule 9, of the Civil Procedure Code, not to apply to proceedings under sections 105, 105A, or 106 of the Bengal Tenancy Act.

63. The rules issued by the Local Government under Order XXVI, rule 9, of the Civil Procedure Code, 1908, shall not apply to proceedings in the Court of a Revenue Officer under sections 105, 105A or 106 of the Act.

64. Applications under section 115B of the Act for the correction of *bonâ fide* mistakes must be dealt with by a Revenue Officer specially empowered by the Local Government. If they are presented to a Revenue Officer not specially empowered under that section, he shall receive them and forward them with his report to the Revenue Officer so empowered. The court-fee payable on every such application is twelve annas. Applications under section 115B by whom to be dealt with.

CHAPTER VIII.

General Scale of Fees.

65. (1) For the service of every notice under this Act, not being a notice issued by any Revenue or Civil Court [fees for serving which are regulated by the Court-fees Act, 1870 (VII of 1870)], and not being provided for any other rule made under this Act, a process fee of 12 annas shall be levied, if the notice be directed to one or more persons residing in the same village. Service of notices.

(2) Where such notices are directed to several persons resident in different villages, a fee of 12 annas shall be levied for service in each village.

(3) In addition to the above fee, the actual charge which must be incurred if it is necessary to travel by railway or boat, or to cross ferries, shall be levied from and paid by the person at whose instance the process is issued before issue of the process. If a peon carries more than one process involving charges for railway fare, boat hire, etc., the sum leviable shall be charged in equal shares upon all the processes so carried. The rate at which such boat hire is to be charged, shall be the same as those fixed for criminal processes under rule VII of the Rules prescribed by the High Court under clause (*ii*) of section 20 of Act VII of 1870, and shall be sufficient only to cover, on the whole, the actual cost of hiring boats, or of such boat establishment as it may be necessary to maintain for the purpose of serving processes of this nature. Fees for service of notice.

(4) If a peon is detained at the place of service for more than 24 hours at the request of the person at whose instance the process was issued, or of his agent, such person or agent shall then and there pay demurrage at the rate of 5 annas a day and obtain a receipt from the peon. Unless this demurrage is paid, the peon shall decline to wait. No demurrage shall be charged if the delay was not due to the person requiring the process or to his agent.

66. For the cost of transmission of money deposited in cases (*a*) and (*b*) of section 61 referred to in section 63 (*f*) of the Act, the fee payable for sending the amount by postal money order shall be levied.

Fees for deposits of rent.

67. For deposits of rent under section 61 (*1*) of the Act fees in cases (*c*) and (*d*) of that section shall be levied according to the following scale:—

	As.
On any sum not exceeding Rs. 5	1
On any sum exceeding Rs. 5 but not exceeding Rs. 10	2
On any sum exceeding Rs. 10 but not exceeding Rs. 25	4

On any sum exceeding Rs. 25, four annas for each complete sum of Rs. 25 and four annas for the remainder; provided that, if the remainder does not exceed Rs. 10, the charge for it shall be only two annas; provided also that in no case shall the fee exceed the sum of Rs. 5.

Rules 8. 38, 68 and 72.]

APPENDIX B.

Standard Notifications of Area and Power.

I

STANDARD NOTIFICATION No. (1).

Under section 3 of the Bengal Survey Act (V of 1875), the Governor in Council is pleased to order that a survey shall be made of all lands which are comprised [within the administrative] in Estate.....bearing tauzi No.....] boundaries of [estates] in the.....Collectorate and situated in [the estates] the district of ..... and that the boundaries of tenures, mauzas and fields be demarcated on the lands so to be surveyed.

Secretary to the Government of Bengal.

II

STANDARD NOTIFICATION No. (2).

In exercise of the powers conferred by section [101 (1)] [101 (2) (a), (2) (b) (2) (c), (2) (d)] of the Bengal Tenancy Act (VIII of 1885), the Governor in Council is pleased to order that a survey shall be made and a record-of-rights prepared in respect of all lands which are comprised [Within the administrative boundaries of or] in estate .....bearing tauzi No.....in the..... Collectorate and situated in the district of.....

Addendum Slip No. 64.

Calcutta, the 2nd August 1940.

Insert the following as Appendix A (*1*) at page 208 of the Bengal and Settlement Manual, 1935.

Appendix A(1).

Government Rules under section 3 of the Bengal Tenancy (Second Amen Act, 1939 (Bengal Act XIII of 1939).

"1. (*a*) Either party to a suit under clause (*a*) of sub-section section 52 of the Bengal Tenancy Act, 1885, pending on the date commencement of the Bengal Tenancy (Second Amendment) Ac may apply to the Court in which the suit is pending for the trial suit in accordance with the provisions of the said section as am by the latter Act and for the revision of the pleadings in the suit cons on such application.

(*b*) Every such application shall be verified in the same mann pleading under the Code of Civil Procedure, 1908.

(*c*) On such application being made, the Court shall cause in the form appended to these rules to be served on the opposite together with a copy of the application, intimating the date on wh application will be heard.

(*d*) On the date fixed or on any other day to which the may be adjourned, the opposite party shall file objections, if any, in the manner referred to in sub-rule (*b*), to the application and the shall after giving the parties opportunity to be heard amend, if nec the issues previously framed and the suit shall then be tried accord the procedure laid down in the Code of Civil Procedure, 1908. trial of suits.

(*e*) The Court may for reasons to be recorded in writing rej application if it is satisfied that the applicant had a reasonable oppo of making the application earlier, provided that no such order made without the applicant being given an opportunity to be heard

(*f*) The Court may, of its own motion, for reasons to be reco writing direct that a suit under clause (*a*) of sub-section (*1*) of sec of the Bengal Tenancy Act, 1885, pending in its file on the date commencement of the Bengal Tenancy (Second Amendment) Ac shall be tried in accordance with the provisions of the said se amended by the latter Act, and on such direction being made shall be tried accordingly :

Provided that no such direction shall be made without gi parties a reasonable opportunity of being heard in the matter.

2. (*a*) Every application under clause (*b*) of sub-section (*1*) tion 3 of the Bengal Tenancy (Second Amendment) Act, 1939, accompanied by a court-fee of twelve annas only.

(*b*) Each such application shall be verified in the same ma a pleading under the Code of Civil Procedure, 1908.

(*c*) On the filing of such application the Court shall cause to be served on the decree-holder in the form appended to th intimating the date on which the application will be heard.

(*d*) In matters relating to the hearing and disposal of eve application the Court shall follow the procedure laid down in of Civil Procedure, 1908, for the trial of suits.

The particulars to be recorded in the record-of-rights shall be the following:—

(*a*) the name of each tenant or occupant;

(*b*) the class or classes to which each tenant belongs, that is to say whether he is a tenure-holder, raiyat-holding at fixed rate, settled raiyat, occupancy raiyat, non-occupancy raiyat, or under-raiyat with or without a right of occupancy and if he is a tenure-holder, whether he is a permanent tenure-holder or not, and whether his rent is liable to enhancement during the continuance of his tenure;

(*c*) the situation and quantity and one or more of the boundaries of the land held by each tenant or occupier;

(*d*) the name of each tenant's landlord;

(*e*) the name of each proprietor, in the local area or estate with the character and extent of his interest and the situation and quantity and one or more of boundaries of the lands, if any, which are his private lands as defined in Chapter XI of the Act.

(*f*) the rent and cess lawfully payable by each tenant at the time the record of rights is being prepared;

(*g*) the amount payable in respect of any rights of pasturage, forest rights, rights over fisheries and the like at the time the record-of-rights is being prepared, the conditions and incidents appertaining to such rights and if the amount is gradually increasing amount, the time at which and the increments by which it increases;

(*h*) the mode in which that rent has been fixed, whether by contract, by order of a court, or otherwise;

(*i*) if the rent is a gradually increasing rent, the time at which and the steps by which, it increases;

(*j*) the rights and obligations of each tenant and landlord in respect of—

(i) the use by tenants of water for agricultural purposes, whether obtained from a river, *jhil*, tank or well, or any other source of supply, and

(ii) the repair and maintenance of appliances for securing a supply of water for the cultivation of the land held by each tenant, whether or not such appliances be situated within the boundaries of such land;

(*k*) the special conditions and incidents, if any, of the tenancy;

(*l*) any right of way or other easement attaching to the land for which a record-of-rights is being prepared;

(*m*) if the land is claimed to be held rent-free whether or not rent is actually paid, and if not paid, whether or not the occupant is entitled to hold the land without payment of rent, and if so entitled, under what authority;

Provided that, if lands are not used for purposes connected with agriculture or horticulture, it shall be sufficient to record that fact, together with the prescribed particulars relating to the occupant, the landlord and the tenancy.

Secretary to the Government of Bengal.

III.

STANDARD NOTIFICATION No. (3).

Under the provisions of section 3(14) of the Bengal Tenancy Act, 1885 (Act VIII of 1885), ... is authorised to discharge, in the district of . . . . . , the functions of a Revenue Officer, under Chapter X of that Act, so far as they relate to Surveys and the preparation of record-of-rights.

He is also vested with the powers of $\frac{\text{a Settlement Officer.}}{\text{an Assistant Settlement Officer}}$ under Chapter VII, Part I, of the rules under the Bengal Tenancy Act, in respect of the aforesaid area.

Secretary to the Government of Bengal.

NOTE.—(*a*) In minor operations the Collector is, by rule 44 of the Government Rules, ex-officio Settlement Officer where no special Settlement Officer has been appointed.

(*b*) No further notification for powers under the Survey Act is required for at Settlement or Assistant Settlement Officer.

Rule 49.]

APPENDIX C.

Extension of Bengal Tenancy Act to Jalpaiguri District.

I.

NOTIFICATION No. 963 T.—R.

The 5th November 1898.—In exercise of the powers conferred by sections 5 and 5A of the Scheduled Districts Act, XIV of 1874, and with the previous sanction of the Governor-General in Council, the Lieutenant-Governor of Bengal is pleased to extend the Bengal Tenancy Act VIII of 1885, to the whole of the Jalpaiguri district, except the Western Duars, with effect from the

1st of January 1899, subject to the following restrictions and modifications, namely:—

(I) Sub-sections (2) and (3) of section 1 of the said Act shall be omitted; and

(II) The words "in the territories to which this Act extends by its own operation" in sub-section (1) and the whole of sub-section (2) of section 2 of the said Act shall be omitted.

F. A. SLACKE,

Secy. to the Government of Bengal (offg.).

II

NOTIFICATION No. 964 T.—R.

The 5th November 1898.—In exercise of the powers confered by the Scheduled Districts Act, XIV of 1874, section 5 and section 5A (inserted by the Repealing and Amending Act, 1891), and with the previous sanction of the Governor-General in Council, the Lieutenant-Governor of Bengal is pleased to extend the Bengal Tenancy Act, VIII of 1885, to the portion of the Jalpaiguri district known as the Western Duars, with effect from the 1st January 1899, subject to the following restrictions and modifications, namely:—

I. Sub-sections (2) and (3) of section I of the said Bengal Tenancy Act shall be omitted.

II. The words "in the territories to which this Act extends by its own operation" in sub-section (1), and the whole of sub-section (2) of section 2 of the said Act shall be omitted.

III. Nothing in the said Bengal Tenancy Act, other than the provisions of sub-section (1) of section (2), as modified by clause II of this notification, shall apply to any lands heretofore or hereafter granted or leased by Government to any person or company under an instrument in writing for the cultivation of tea or for the reclamation of land under the Arable Waste Land Rules.

IV. Where there is anything in the said Bengal Tenancy Act which is inconsistent with any rights or obligations of a *jotedar*, *chukanidar*, *darchukanidar*, *adhiar* or other tenant of agricultural land as defined in settlement proceedings heretofore approved by Government, or with the terms of a lease heretofore granted by Government to a *jotedar*, *chukanidar*, *darchukanidar*, *adhiar* or other tenant of agricultural land, such rights, obligations, or terms shall be enforceable notwithstanding anything contained in the said Act.

F. A. SLACKE,

Secy. to the Government of Bengal (offg.).

APPENDIX D.

Notification prescribing the use of survey maps and records for the purposes of section 21 of the Indian Registration Act.

NOTIFICATION.

No. 1126 Regn.—The 3rd February 1917 as amended by Notification No. 372T.R., dated the 28th April 1917.—In exercise of the power conferred by section 22, sub-section (*1*), of the Indian Registration Act, 1988 (XVI of 1908), and in supersession of all previous rules on the subject made by the late Government of Eastern Bengal and Assam and by the Government of Bengal, the Governor-in-Council is pleased to make the following rule for the whole of the presidency of Bengal:—

Rule.

In all areas in which, at the time of the acceptance of a document for registration, a cadastral survey has been made and a record-of-rights has been finally published under the Bengal Tenancy Act, 1885 (VIII of 1885), or under any other law, houses (not being houses in town) and lands shall be described, for the purposes of section 21 of the Indian Registration Act, 1908, by reference to the detailed maps prepared in the course of that survey (or, where more than one cadastral survey has been made of the same area, then by reference to the detailed maps prepared in the course of the most recent survey), and to the survey number of the plots in which the houses or lands are situated; and such description shall also state the areas of such plots in the notation used in the records-of-rights.

Provided that, where the lands to be described consist of entire villages or taluks or parganas or other local subdivisions or of specific portions of such areas or of estates or tenures, or specific interests in estates or tenures, and cannot conveniently be described by survey numbers or by areas in the notation used in the records-of-rights, such description may be dispensed with.

2. Notification No. 420, dated the 23rd January 1911, issued by the Government of Bengal and Notifications No. 3288G., dated the 28th July 1908, and No. 637G., dated the 27th February 1911, issued by the late Government of Eastern Bengal and Assam are hereby cancelled.

L. BIRLEY,

Secy. to the Government of Bengal.

Rule 528.]

APPENDIX E.

Issue of commissions by Civil Courts to Revenue Officers under certain sections of the Bengal Tenancy Act.

I

Bengal Government.

No 2001J.—The 16th July 1909.—In exercise of the power conferred by the proviso to rule 9 in Order XXVI in the first schedule to the Code of Civil Procedure, 1908 (Act V of 1908), the Lieutenant-Governor is pleased to make the following rule as to the persons by whom local enquiries are to be held in cases referred to in section 31, clause (*b*), and section 158, sub-section (2), of the Bengal Tenancy Act, 1885 (VIII of 1885):—

Rule.

Whenever a Court directs, under section 31(*b*) or section 158(2) of the Bengal Tenancy Act, 1885, that a local enquiry be held under Order XXVI in the first schedule to the Code of Civil Procedure, 1908, the enquiry shall be held by such Revenue Officer, not below the rank of Sub-Deputy Collector, as the Collector may select for the purpose upon written requisition from such Court.

2. The notification, dated the 22nd July 1890, which was issued under section 392 of Act XIV of 1882 (the Code of Civil Procedure), and published at page 756 of Part I of the *Calcutta Gazette* of the 23rd July 1890, is hereby cancelled.

Eastern Bengal and Assam Government.

No. 911J.—The 12th June 1911.—In exercise of the power conferred by the proviso to rule 9 in Order XXVI in the first schedule to the Code of Civil Procedure, 1908 (Act V of 1908), the Lieutenant-Governor is pleased to make the following rule as to the persons by whom local enquiries are to be held in cases referred to in section 31, clause (*b*), and section 158, subclause (2), of the Bengal Tenancy Act, 1885 (VIII of 1885), as amended to date:—

Rule.

Whenever a Court directs, under section 31(*b*) or section 158(2) of the Bengal Tenancy Act, 1885, as amended to date, that a local enquiry be held under Order XXVI in the first schedule to the Code of Civil Procedure, 1908, the enquiry shall be held by such Revenue Officer, not blow the rank of Sub-Deputy Collector, as the Collector may select for the purpose upon written requisition from such Court.

2. The Bengal Government notification, dated the 22nd July 1890, which was issued under section 392 of Act XIV of 1882 (the Code of Civil Procedure) and published at page 756 of Part I of the *Calcutta Gazette* of the 23rd July 1890, is hereby cancelled so far as it relates to Eastern Bengal.

II.

BOARD OF REVENUE'S CIRCULAR ORDER CONVEYING INSTRUCTIONS AS TO COST TO BE INCURRED IN MAKING LOCAL ENQUIRIES.

Circular Order No. 4 of August 1894.

In supersession of the Board's Circular No. 3 of July 1891, the following suggestions are circulated with the object of enjoining the necessity of not exceeding the charges allowed by the Court in issuing commissions under section 31(*b*), and 158 (2) of the Bengal Tenancy Act for holding local enquiries:—

1. The person to whom the commission is issued is not, under the rule made by the Local Government by notification, dated the 22nd July 1890, and published at page 756 of Part I of the *Calcutta Gazette* of the 23rd idem, below the rank of a Sub-Deputy Collector and he is bound, under the Civil Procedure Code, to make the local enquiries himself. The officer so deputed can entertain a reasonable staff of chainmen and amins to enable him to perform the work properly.

2. No cost should be incurred to meet the charges of the local enquiry beyond that actually allowed by the Court issuing the commission, under rule 30(*b*), at page 41 of the High Court's General Rules and Circular Orders as revised in 1891. If the probable costs were calculated with regard to the time likely to be occupied in the execution of the commission and the Commissioner finds that the time fixed is insufficient, he should give timely notice to the party at whose instance the commission was issued and report the fact to the Court. Then, unless the sum necessary to cover the expenses for such further period as may be required to complete the execution of the commission is deposited in Court by the party and the Commissioner certified of such deposit, he should suspend the investigation at the close of the period originally fixed, pending the further instructions of the Court.

The expenses of the commission will generally fall under the following heads:—

(1) Remuneration of the Commissioner.
(2) His travelling and halting allowances.
(3) Charges for the temporary subordinate establishment that may be employed.
(4) Incidental charges that may be unavoidable.

Vide.—Volume I, Part I, Chapter VI, pages 151-57 of the High Courts General Rules and Circular Orders (Revised in 1910).

Rule 30 (*b*) (*5*), page 41 of the High Court's Circulars.

The first will be calculated on the basis of the actual pay which the person to whom the commission is issued has been receiving. The second will be regulated by the scale perscribed for officers of Government of the class to which the Commissioner belongs, unless the Court should, for exceptional reasons, order an allowance in excess of the above. The third and the fourth will be passed on the authority of the Revenue Officers concerned, but must on no account assume proportions so as to exceed, in conjunction with the charges under heads (1) and (2) the sum actually allowed by the Court.

Rule 233.]

APPENDIX F (1).

Dates of submission of indents for forms and stationery.

	To reach Director of Land Records' office on or before—	To reach Forms Department or Controller of Stationery.	Latest date of supply.	Period to be covered by the supply.	
				From—	To—
Office routine and envelopes	15th February.	15th March.	31st August.	1st October.	30th September.
Bengal Executive Forms ..	15th March.	15th April.	30th September.	1st October.	30th September.
Board of Revenue Forms ..	1st May	1st June	30th November.	1st December.	30th November.
Bengal Land Records Forms (standard).	1st June	1st July	15th December.	1st January.	31st December.
Tents ..	1st June	(To reach Buxar Jail in June.)	..	..	..
Articles of stationery ..	1st June	1st July	30th September.	1st October.	30th September.
Mathematical instruments	1st July	..	..	..	..
Accountant-General, Bengal, Form.	1st August.	1st September.	15th February.	1st March.	28th February.
Land Records Forms (non-standard).	1st August.	1st September.	28th February.	1st March.	28th February.
High Court Civil Process and Proceedings Forms.	1st October.	1st November.	15th March.	1st May	30th April.
High Court Civil Miscellaneous Forms.	1st November.	1st December.	30th April.	1st June	31st May.

1. Forms of indents for forms, stationery and mathematical instruments are given in the detailed rules of the departments concerned.

2. Indents for standard forms should be submitted in duplicate with one invoice sheet. In the case of emergent or supplementary indents for standard forms, the description of the forms should be clearly noted w th the correct serial numbers given in the prescribed indent list.

3. In the case of non-standard forms the indents are to be submitted in duplicate and a double set of specimens of the forms required should invariably be sent up with the indent. Care should be taken to ensure that the description of the forms in the indent exactly corresponds with the headings of the specimens sent and that the serial numbers of the forms as entered in the indent correspond with the serial numbers mentioned in the specimens themselves. The vernacular, other than English, in which the forms are required should be clearly stated. In the case of manuscript sample instructions should be given in red ink on the body of the forms themselves whether the forms are to be printed on one side or both sides of them. In the manuscripts the vernacular headings should be handprinted.

4. Indents for articles of stationery should be submitted in duplicate in the prescribed forms together with a receipt form, and be accompanied by a complete list of the establishment to enable the Stationery Department to judge of the reasonableness or otherwise of the demand. The prices of the articles indented for should be filled up by the indenting officers from the Price List supplied by the Stationery Department.

APPENDIX F (2).

Rules and Regulations of the Mathematical Instruments Office, 15, Wood Street, Calcutta

[*Approved by the Government of India, Department of Education, Health and Lands, in No. 118-S., dated 18th April 1932.*]

(This Cancels all previous Rules and Regulations.)

1. The Mathematical Instrument Office is a depot for the supply, repair and adjustment of optical, scientific and mathematical instruments and the manufacture of special apparatus for use by departments and offices under the control of the Central Government except the Army Department which must indent, in the first instance, upon this office before applying elsewhere, also for use by Local Governments in the Governors' Provinces who may elect to deal with the Mathematical Instrument Office. Transactions are adjusted by book transfer or cash payment.

2. Instruments when they can be conveniently spared, may be issued on "cash payment" to District Boards, Municipalities, Port Commissioners or similar non-Government concerns, Indian States Governments of countries outside India such as Iraq, Uganda, Ceylon, etc., and to individual officers of Government for use in their official capacity. With the approval of the Superintendent, Instruments may also be sent to the Mathematical Instrument Office for repairs on payment.

3. Instruments cannot be issued to or repaired for private firms and individuals, but with a view to give special assistance to the trade, the Mathematical Instrument Office at the discretion of the Superintendent, can undertake by means of its special dividing and calibrating machines, any such work which private firms are not equipped to do themselves.

4. The Mathematical Instrument office does not undertake the supply or repair of telegraphic instruments nor the issue of type, stationery or drawing paper.

5. The Mathematical Instrument Office will take back instruments, on valuation, from Government Departments when they are no longer required by them, in accordance with paragraphs 15 or 17 below, but do not bind themselves to accept instruments on deposit other than those previously supplied by the M. I. O. or from Departments not entitled to deal by book transfer.

6. Instruments, apparatus etc., are issued at their price list value, and repairs are executed at cost price for Government Departments, such Railways as are entitled to deal with the

M. I. O., Governments of countries outside India and Government Officers irrespective of the transaction being by "book transfer" or "cash payment."

7. District Boards, Municipalities, Port Commissioners, other similar non-Government bodies, and Indian States, are subject to a 10 per cent. surcharge on the price list value of imported instruments, M. I. O. manufactured articles, and cost of repairs, and to a 5 per cent. surcharge on the actual value of locally purchased articles.

8. When issuing instruments, etc., or despatching them after repair, the Mathematical Instrument Office in the case of transactions on "book transfer" sends an "invoice" in triplicate showing the amount due. One copy should be signed and returned without delay, as it is required for submission with the monthly accounts of the Mathematical Instrument Office, for adjustment by the Deputy Accountant-General, Central Revenues, Treasury Buildings, Calcutta. The other copies should be dealt with as laid down in Article III, Volume I, Civil Account Code (8th Edition). In the case of the instruments, etc., issued to or repairs executed for non-Government concerns prepayment is necessary, and, whenever it is possible, the instruments, or the railway receipt for them, will be sent by V. P. P.

9. Price Lists of instruments generally kept in stock are issued free of charge to Departments and those permitted to deal with the Mathematical Instrument Office. The prices stated are to be treated as approximate. In the case of instruments not mentioned in the price list, indentors are requested to intimate their requirements and enquire when arrangements can be made to supply the articles. Imported instruments of special nature can also be obtained if desired through the Director-General, India, Store Department, London, and tested by the M. I. O. before issue in accordance with paragraphs 10 and 11 below.

10. Indents should be submitted to the Mathematical Instrument Office as early in the year as possible to enable arrangements being made to comply with the demand by import of instruments, which are not in stock, through the Director-General, India Store Department, London. When a large supply of instruments is likely to be wanted for Railway surveys or other large projects, the Superintendent should be given prior notice of the probable number, full description, and price of the instruments. A definite date by which the instruments will be required for use should be stated and vague phrases, e.g., "as early as possible" or "urgently required" should not be used. This information is required by the Director-General, India Store Department, London, who generally requires six weeks to four months to comply with urgent demands and seven to nine months or longer in case of ordinary demands.

11. The Director-General, India Store Department, London, uses his discretion in obtaining supplies by arrangements or on tenders. Requirements of any particular kind of instrument from any particular manufacturing firm, should therefore be specifically

mentioned and the reasons for same briefly stated in the indents for communication to and consideration of the Director-General.

12. Indent for instruments, etc., covering the requirements as much as possible for one year, to avoid too many supplementary indents, should be submitted on the annexed form "A." Every indent for instruments etc., required on "book transfer" must be duly approved and countersigned, in accordance with instructions printed on the back of the form, before the indent can be complied with.

Indents for rain-gauges or their accessories required in connection with rainfall organisation of the Meteorological Departments of the Government of India, must be countersigned by the Officer Controlling the Rainfall Registration for the province, except in Burma, where Deputy Commissioners have powers to countersign.

When telegraphic demands are subsequently confirmed by formal countersigned indents, the fact should be stated in the indent to avoid double supply.

13. The mode of transit and address to which instruments, etc. are to be consigned by the Mathematical Instrument Office, as well as the address to which correspondence or invoice or bill is to be sent, must invariably be specified in full on the indent or requisition form. When instruments, etc., are to be despatched by post the name of the Post Office, as well as of the District in which it is situated, should be given and when by railway the nearest railway station should be distinctly stated. In the absence of such instructions on the indent the instruments will be despatched by the Mathematical Instrument Office by passenger train, or post, as considered suitable.

14. The carriage of instruments, etc., is not paid by the Mathematical Instrument Office; consequently all consignments sent to it either for repair or deposit must be prepaid by the consignor. The freight, etc., on those despatched by the Mathematical Instrument Office must be paid by the officers receiving them. Charges for freight, packing and despatching etc., when incurred are included in the "invoices" or "bills".

15. All Government instruments or their metal parts, when no longer required, should, with the consent of the Mathematical Instrument Office, be despatched to that office. It is particularly requested that surplus instruments, etc., may not be retained in any Government Office as they only deteriorate and become obsolete, while, if despatched to the Mathematical Instrument Office, as soon as they are no longer required, the instruments can be overhauled, restored to serviceable condition, and made available for re-issue at a reduced price to other officers requiring them, or their components utilsed. But to protect the Mathematical Instrument Office from becoming overcrowded with surplus instruments, the returning departments should first send a list of surplus articles giving a brief description, denoting manufacturer, date of manufacture, present condition, the period they have been in use, etc., to guide the Mathematical Instrument

Office in deciding whether or not it would be convenient to receive them. Instruments over 15 years old, or known to be obsolete are seldom worth sending to the Mathematical Instrument Office.

16. When an officer considers that Government instruments are unserviceable and that their transit charges may nearly equal or exceed their actual value as material, a committee of Government Officers should be formed to examine, and to report on such instrument. The Committee's report should then be forwarded in duplicate to the Superintendent, Mathematical Instrument Office, who will return one copy with instructions entered on it stating which instruments should be forwarded to the Mathematical Instrument Office.

17. When Government instruments are received by the Mathematical Instrument Office for deposit as "no longer required" they are valued according to their condition and a "valuation statement" is then sent to the Officer depositing them. The amount of this valuation is then credited to his department or office in the monthly accounts of the Mathematical Instrument Office by book transfer adjustment through the exchange accounts of Deputy Accountant-General, Central Revenues, Treasury Buildings, Calcutta. The amount so realised cannot be adjusted directly against cost of new supplies. The following instruments when unserviceable (*i.e.* unrepairable) should be disposed of locally. No report on these need be sent to the Mathematical Instrument Office, unless the department concerned requires written approval of the Mathematical Instrument Office in support of the writting off of the instruments—

Boards, drawing, wooden.
Chains.
Curves, cardboard, wooden or ebonite.
Protractors, cardboard or wooden.
Foot-rules, carpenters.
Rods, measuring.
Scales, cardboard, wooden or ebonite.
Ferrotype, printing frames.
Masons' Squares wooden.
Umbrellas, surveying, wooden.
Sight Rules
Plane-tables and Stands
See note 1 below.
Slopes and Batters
Set Squares
See note 2 below.
Staves.
Stencil Plates.
Tapes.
Thermometers.

18. In all dealings with the Mathematical Instrument Office the prescribed forms "A" for indent, "B" for Repairs Requisition, and "C" for Deposit of instruments should be used. (Military officers are required to use I. A. forms Z2117 for Indents and Z2118 for repairs which can be obtained from the Government of India Forms Stores). These forms are not required in duplicate and should not be accompanied by forwarding letters unless more explanation is necessary than can be given on the face of the forms. The Mathematical Instrument Office is conducted under Civil rules, and all references to Army Regulations, Equipment Tables, etc., should therefore invariably be supplemented by a clear statement of what is required. As indents, repair requisitions and lists of instruments for deposit as "no longer required" are dealt with in separate sections in the Mathematical Instrument Office, they should be kept quite distinct and should not be mixed up on the same communication. Reference to previous correspondence, if any, on the subject should be clearly stated.

19. Owing to the very rough treatment which boxes, etc., often receive in transit, particular attention is drawn to the importance of packing all instruments with great care; delicate instruments should, if possible, be despatched insured. Each package of a consignment of instruments despatched to the Mathematical Instrument Office should bear the address of the consignor with a distinctive mark and also a serial number, which should be given to each package of such consignment. This information should be recorded on railway receipts of bills of lading. Every package should contain a packing note giving a full list of contents and the address of the consignor.

20. The Mathematical Instrument Office does not undertake the responsibility of replacement or repair of instruments free of charge unless complaints regarding deficiencies or damages in transit are reported to that office immediately on receipt of the consignments.

21. The accounts kept by the Mathematical Instrument Office do not permit of "loan" or "exchanges" and instruments cannot be sent "on approval". When instruments are required on "Government Serice" for a limited time, however short, two distinct "book transfer" transactions are necessary; the instruments must be propertly indented for, and, when finished with, they must be returned as "no longer required."

22. The Mathematical Instrument Office rules and regulations, the price list, and forms A, B and C can be obtained gratis, on application to the Superintendent, Mathematical Instrument Office. All correspondence should be addressed to the Superintendent, Mathematical Instrument Office, 15, Wood Street, Calcutta, Telegraphic Code "Surinst" Calcutta, Phone No. 504 Regent.

NOTE—1. The brass parts of Sight Rules, Plane-tables and Plane-table stands should however be returned to the Mathematical Instrument Officer, on form C.

NOTE—2. If set squares, Slopes and Batters are Slightly damaged or if only corners are broken, these could be utilised in the Mathematical Instrument Office, and should be sent to that Office in form C.

NOTE—3. The supply of instruments to the Army is subject to special rules.

Form A. **Duplicate not required.**

SURVEY OF INDIA.

MATHEMATICAL INSTRUMENT OFFICE.

Indent No.....dated.....on the Mathematical Instrument Office, 15, Wood Street, Calcutta, for supply of Instruments, etc., required for the use of.....Accounts to adjusted by Book Transfer/Cash Payment Designation of Accounts Officer by whom the "Book Transfer" transaction is to be adjusted or who finally audits the accounts of the indenting Officer.....

Serial No. of Items.	Reference Number as per M. I. O. Price List.	Description of Instrument.	Quantity or number in use or in store.	Quantity or number now indented for.	Purpose which required.	†Probable price as per price list.	Columns 8 to 11 are reserved for the Mathematical Instrument Office.				Remarks.
							Class No.	Substitute offered.	Progress date.	Works No.	
1	2	3	4	5	6	7	8	9	10	11	12

Articles to be despatched by Post or Steamer/Passenger or Goods train and addressed to the.....

(Names of P. O. and Ry. Station should be stated clarly).....

I hereby certify that the articles specified on this Indent are indispensably necessary for the purposes set forth to the best of my knowledge and belief, after the most careful examination.

The price of Instruments, etc., issued to "Government Departments" and such Railways as are entitled to deal with the M. I. O. must be adjusted by "book transfer."
The price of Instruments, etc., issued to District Boards, Municipalities, Indian States will be charged at their price list value plus 10 per cent. surcharge and must be paid for in cash.

Recomended and countersigned by.....

Signature and official designation of approving authority.

Signature and official designation of Indenting Officer.

INSTRUCTIONS FOR INDENTING OFFICERS.

1. All indents, correspondence, &c., should be addressed to the Superintendent, Mathematical Instrument Office, 15, Wood Street, Calcutta. Telegrams should be addressed to "Surinst" Calcutta. An indent sent by telegram should be subsequently confirmed by the submission by post of the usual countersigned indent, *with a note on the form intimating that the instruments have already been indented for by telegram so that it may not be treated as a fresh indent.*

2. The nomenclature and cost of the different instruments, &c., generally kept in stock are given in a price list; the prices are the approximate prices of new instruments, but, as a rule, new instruments are not supplied if serviceable second-hand ones of the class required are available.

3. The Mathematical Instrument Office cannot supply any description of electrical or telegraphic instrument, nor does it issue type, stationery, or drawing materials.

4. It is particularly requested that the sizes and classes of instruments, lengths of scales how divided, made of which material and purpose for which required, and generally any information, which will guide the Mathematical Instrument Office in knowing, without further reference, the exact wants of the indenting officer, be entered, as far as possible, in columns (3) and (6) instead of in a covering letter. The nomenclature and reference number given in the price list should, if possible, be used.

5. An indenting officer should enter in column (7) the approximate price of each description of instrument required, so as to enable the officer who countersigns and finally passes the indent to know the probable expense it involves, and also to guide the Mathematical Instrument Office in selecting instruments to meet the demand. If the prices entered in an indent are not to be exceeded the fact should be clearly stated.

6. The mode of transit and address to which instruments are to be consigned by the Mathematical Instrument Office, as well as the address to which correspondence is to be sent, must invariably be specified in full in the places provided for the purpose. (Abbreviations sometimes lead to mistakes). When instruments are to be sent by post, the name of the Post Town as well as the District in which it is situated should be given, and when by railway, the nearest Railway Station should be distinctly stated. *Indents should not be accompanied by forwarding letters unless more explanation is necessary than can be given on the face of the forms.*

7. In the case of instruments issued to non-Government concerns *prepayment* is necessary, and whenever it is possible, they, or the railway receipt for them, will be sent by V. P. P.

8. The carriage of instruments, &c., is not paid by the Mathematical Instrument Office, consequently the freight, &c., on

all consignments despatched by this office must be paid by the officers receiving them.

9. The forms for indent, A; for requisition for repairs," B; and for deposit of instruments "no longer required," C; as well as the rules and regulations and the price list can be obtained *gratis* on application from the Superintendent, Mathematical Instrument Office.

10. All indents for instruments, &c., required on "book transfer" must be duly approved and countersigned, as noted below, but indents for Rain-gauge or its accessories required in connection with the rainfall organisation of the Government of India must be countersigned by the Officer Controlling the Rainfall Registration for the Province, except in Burma where the Dy. Commissioners are authorised to countersign such Indents.

Survey of India	..	By Administrative Officers.
Public Works Department	..	„ Chief Engineer, or Superintending Engineer, *[Executive Engineers in Assam (including P. W. Disbursers), Bengal (including the consulting Archt.), United Provinces, Burma, (incluing Rangoon Estate Officer) and in North-West Frontier Provinces, Hyderabad, Central India, Beluchistan, Coorg, Delhi, Andaman and Nicobar Islands, up to Rs. 500]. [Punjab irrigation (selected, Ex: Engineers up to Rs. 300 and non-selected up to Rs. 200)]. Consulting Architect, Punjab, Principal, Engineering School, Punjab, Rasul, in Behar and Orissa Ex. Engineers and Canal Revs. Officers up to Rs. 50.
Railways		„ Managers, Engineers-in-Chief, Chief Store-keepers, or Controllers of Stores, Consulting Engineers or corresponding authorities, also Superintendent of Local Manufactures, Indian State Railways, Executive Engineer, Bridge Engineer, E. B. Ry., Printing Superintendent, E. I. Ry.
Postal and Telegraph Departments	..	„ Director-General of Posts and Telegraphs, Directors of Telegraph Circles (up to Rs. 50 for any one indent and Rs. 100 in one year), Superintendent of Workshop (up to Rs. 500 for any one indent *for materials* only and not instruments).
Forest Department	..	„ Provincial Conservators or higher authorities, in Bihar and Orissa Divn. Forest Officers up to Rs. 1,000.
Excise Department	..	„ Commissioners.
Royal Indian Marine	..	„ Director or Deputy Director.
Education Department	..	„ Head of Department; or (in Bengal, Bihar and Orissa—Board of Revenue, Director of Public Instruction up to Rs. 1,500 for each item. †Principals of Colleges and Schools of Engineering up to Rs. 500 for each item, and Inspectors of Schools up to Rs. 100 for each item).

Government Printing, India, Bengal, Bombay.	By	Superintendent.
Department of Industries (Bengal) *viz.*, Research Tannery, Technical and Art Schools, Commercial and Industrial Institute, etc.	„	Director of Industries, Bengal (up to the limit of Rs. 1,500 for each item).
Electrical Departments ..	„	Factory Inspection, Boiler and Smoke-nuisance Commission—Heads of Departments.
Principal, Indian School of Mines, Dhanbad.	„	up to Rs. 500 for each item.
All other Civil Officers or Military Officers in Civil employ.	„	Secretaries to Governments and Boards of Revenue Commissioners of Divisions, Settlement Commissioners or Directors of Land Records and Agriculture and (in Bengal only Board of Revenue, when cost exceeds Rs. 1,000; Director of Land Records, Director of Surveys and Commissioners of Divisions up to Rs. 1,000 for each item, and other Heads of Departments including Deputy Commissioners and district officers, also Collector of Customs, Calcutta, Commissioner of Police, Calcutta, and Superintendent, Royal Botanical Gardens, up to Rs. 250 for each item).
All other Departments ..	„	Heads of Departments.

11. In Burma except in the case of officers of the Imperial Departments and Public Works mentioned in paragraph 10 "all indents for instruments, etc., required on book transfer" must be duly approved and countersigned—

(a) *When the cost exceeds Rs. 500.*

By the Local Government.

(b) *When the cost exceeds Rs. 250 but does not exceed Rs. 500.*

By the	Registrar Chief Court, Lower Burma (for the Chief Judge and the Judges of the Chief Court, Lower Burma).	By the	Inspector-General of Police, Burma.
		„ „	Inspector-General of Prisons, Burma.
		„ „	Commissioner of Settlements and Land Records, Burma.
„ „	Lord Bishop of Rangoon.	„ „	Divisional Judges.
„ „	Judicial Commissioner, Upper Burma.	„ „	Principal Port Officer and Marine Transport Officer, Rangoon.
„ „	Financial Commissioner, Burma.	„ „	Sanitary Commissioner, Burma.
„ „	Commissioners of Divisions.	„ „	Commissioner of Excise.
„ „	Inspector-General of Civil Hospitals.	„ „	Conservator of Forests.
„ „	Director of Public Instructions.		

(c) When the cost is Rs. 250 and under.

By the	Superintendent and Political Officer, Southern Shan States.	By the	Superintendent, Civil Veterinary Department, Burma.
„	„ Commissioner of Police, Rangoon.	„	„ Superintendent, Lunatic Asylum, Rangoon.
„	„ Superintendent, Northern Shan States.	„	„ Deputy Inspector-General of Police.
„	„ Superintendent, Chin Hills.	„	„ Superintendent, Archæological Surveys and Examiner in Chinese, Burma.
„	„ Director of Agriculture, Burma		
„	„ Chief Collector of Customs.	„	„ Registrar, Co-operative Credit Societies.
„	„ Deputy Commissioner.	„	„ Settlement Officers.
„	„ District and Additional Sessions Judge, Mandalay.	„	„ Superintendent of the General Hospital, Rangoon.
„	„ Government Advocate, Burma	„	„ Private Secretary to H. E. the Governor of Burma.

Indent submitted by Executive Engineers in other provinces if exceeding Rs. 60 in value must be accompanied by a certificate to the effect the articles demanded are covered by a sanctioned estimate.

Form S.

For repairs only.

DUPLICATE NOT REQUIRED.

SURVEY OF INDIA,

MATHEMATICAL INSTRUMENT OFFICE.

Requisition No....., dated.....on the Mathematical Instrument Office, 15, Wood Street, Calcutta, for repairs to Instruments, used by .....

* Accounts to be adjusted by $\frac{\text{Book Transfer}}{\text{Cash payment.}}$

Name of Accounts Office in which the "Book Transfer" "transaction" is to be adjusted or which finally audits the accounts of the officer accepting the cost of repairs:—.....

Serial No. of Item.	Description of Instruments.	Distinctive numbers of instruments.	Quantity or No. sent for repair.	Particulars of repairs required.	†How and when despatched.	How and where to be returned after repair.	Reserved for use in Mathematical Instrument Office.	
							Works No. and date.	Progress date.
1	2	3	4	5	6	7	8	9

*The cost of repairs of Government Instruments and of those belonging to such Railways as are entitled to deal with the Mathematical Instrument Office, must be adjusted by "book transfer." All repairs executed for District Boards, Municipalities and Indian States will be charged at cost price *plus* 10 per cent. surcharge and must be paid for cash.

†The freight, etc., on all instruments sent to the Mathematical Instrument Office must be prepaid by the consignor.
(Please see instructions.)

.....*Signature*

Official designation of the Requisitioning Officer.

2227

[Appx. F (2).

INSTRUCTIONS FOR REQUISITIONING OFFICERS.

1. All requisitions "for repairs" correspondence and instruments should be addressed to the Officer-in-charge, Mathematical Office, 15, Wood Street, Calcutta. Telegrams should be addressed to "Surinst," Calcutta.

2. Owing to the very rough treatment which boxes, etc., often receive in transit, particular attention is drawn to the importance of packing all instruments with great care; delicate instruments such as Theodolites, Levels, Barometers, Chronometers, Microscopes, etc., should, if possible, be despatched *insured*. Each package of a consignment of instruments despatched to the Mathematical Instrument Office should bear the address of the consignor with a distinctive mark and also a serial number which should be given to each package of such consignment; this information should be recorded on railway receipts or bills of lading. Every package should contain a packing note giving a full list of contents and the address of the consignor.

3. The Mathematical Instrument Office cannot undertake the repair of any description of electrical or telegraphic instrument.

4. It is particularly requested that the nature of the repairs required should be entered, as far as possible, in column (5) instead of in a covering letter. No instrument will be repaired unless the Officer-in-charge considers it worth the cost of the work.

5. The mode of transit and address to which instruments are to be consigned by the Mathematical Instrument Office, as well as the address to which correspondence is to be sent, must invariably be specified in full in column 7. (Abbreviations sometimes lead to mistakes). When instruments are to be sent by post, the name of the post office as well as the district in which it is situated should be given, and when by railway, the nearest railway station should be distinctly stated. Requisitions "for repairs" should not be accompanied by forwarding letters unless more explanation is necessary than can be given on the face of the forms.

6. In the case of instruments repaired on "cash payment" *prepayment* is necessary, and, whenever, it is possible, they, or the railway receipt for them, will be sent by V.-P.P.

7. The carriage of instruments is *not* paid by the Mathematical Instrument Office, consequently all consignments sent to it must be *prepaid* by the officers sending them and the freight, etc., on those despatched by the Mathematical Instrument Office must be paid by the officers receiving them.

8. The forms for indent, A; for requisitions "for repairs," B; and for deposit of instruments "no longer required," C; as well as the rules and regulations and the price list can be obtained *gratis* on application from the Officer-in-charge, Mathematical Instrument Office.

Form G.

For deposit only.
DUPLICATE NOT REQUIRED.

SURVEY OF INDIA.

MATHEMATICAL INSTRUMENT OFFICE.

Deposit No.....dated.....on the Mathematical Instrument Office, 15, Wood Street, Calcutta, for Instruments no longer required by.....

Name of the Accounts Office in which the value is to be adjusted by book transfer, *i.e.*, which finally audits the accounts of the officer sending the instruments.....

Serial No. of Item.	Description of Instruments.	Distinctive No. of Instrument.	Quantity or No. despatched.	Why returned.	Whether originally issued by the M. I. O., if so when.	Whether considered serviceable, repairable, or unrepairable.	Whether the instruments have given satisfaction.	*How and when despatched.	Remarks if any.
1	2	3	4	5	6	7	8	9	10

*The freight, etc., on all Instruments sent to the Mathematical Instrument Office must be *prepaid*. (Please see instructions).

.....*Signature.*

Official designation of the Depositing Officer.

INSTRUCTIONS FOR DEPOSITING OFFICERS.

1. All lists of instruments deposited as "no longer required," correspondence and instruments should be addressed to the Superintendent, Mathematical Instrument Office, 15, Wood Street, Calcutta. Telegrams should be addressed to "Surinst," Calcutta.

2. Owing to the very rough treatment which boxes, &c., often receive in transit, particular attention is drawn to the importance of packing all instruments with great care; delicate instruments such as Teodolites, Levels, Barometers, Choronometers, Miscroscopes &c., should, if possible, be despatched *insured*. Each package of a consignment of instruments despatched to the Mathematical Instrument Office should bear the address of the consignor with a distinctive mark and also a serial number which should be given to each package of such consignment; this information should be recorded on railway receipts or bills of lading. Every package should contain a packing note giving a full list of contents and the address of the consignor.

3. The carriage of instruments is *not* paid by the Mathematical Instrument Office, consequently all consignments sent to it must be *prepaid* by the officers sending them.

4. The Mathematical Instrument Office cannot receive for deposit any description of electrical or telegraphic instrument.

5. It is particularly requested that all the columns on the reverse may be filled in as far as possible.

6. When column (8) is filled in the negative, a report should be submitted separately.

7. Instruments cannot, as a rule, be received for deposit as "no longer required" from Departments or officers who are not entitled to deal by means of "book transfer" or unless the instruments were originally issued by the Mathematical Instrument Office. It is essential before returning any surplus instruments to Mathematical Instrument Office to send a list of such instruments giving their brief description, maker's name and date of manufacture, enquiring whether it would be convenient for the Mathematical Instrument Office to receive them.

8. When old chains, scales, planetable stands or boards, set squares, stencil plates, tapes, thermometers, &c., are considered unrepairable they should not be returned to the Mathematical Instrument Office, but a committee of Government Officers should be formed to examine such instruments and the report of the Committee should be forwarded in duplicate to the Superintendent, Mathematical Instrument Officer, who will return one copy with his approval or instructions as to the disposal of the instruments noted thereon.

9. The forms for indent, A; for requisition "for repairs," B; and for deposit of instruments "no longer required," C; as well as the rules and regulations and the price list can be obtained *gratis* on application from the Superintendent, Mathematical Instrument Office.

Correction Slip No. 54.

Calcutta, the 11th April 1939.

I. *Delete* the following items from Appendix "G" at pages 231 and 232 :—

Date.	Due to.	Nature of statement.	Remarks.
1	2	3	4

(5) *Insert* the following according to dates in Appendix "G", pages 231 and 232 :—

Date.	Due to.	Nature of Statement.	Remarks.
(*i*) 15th February ..	Director of Land Records and Surveys, Bengal.	Office routine and envelopes.	..
(*ii*) 15th March ..	Ditto	Bengal Executive forms.	..
(*iii*) 1st August ..	Ditto	Land Records Forms (non-standard).	Major operations and minor operations under special Settlement Officer.
	Commissioner of Division.	Ditto	Minor operations under the Collector.

(*iv*) *Delete* the date 1st March from column 1 and in its place *substitute* 1st June and against the same entry *delete* the word "non-standard" within bracket in column 3.

Ditto ..	Ditto ..	Report on [illegible] and stationery, etc.	and Officer-in-charge, Bengal Traverse Party.
Ditto ..	Accountant-General, Bengal.	Acknowledgments of permanent advance.	....
30th April ..	Chief Secretary ..	Confidential reports on Gazetted Officers.	From Director of Land Records and Surveys.
1st May ..	Director of Land Records and Surveys.	Indent for Board of Revenue forms.	Major operations.
Ditto ..	Ditto ..	Report regarding training of junior officers.	Officers in charge of training.
15th May ..	Ditto ..	Report regarding lists and maps of Government and temporarily settled estates.	All Collectors.
16th May ..	Ditto ..	Report on the training of mamaths	Major operations.
31st May ..	Ditto ..	Kanungo gradation list corrected up to 30th May.	....
1st June ..	Ditto ..	Indents for tents	Major operations.
Ditto ..	Ditto ..	Kanungo requirements for the next field season.	
Ditto ..	Accountant-General, Bengal (copy to Director of Land Records and Surveys.	Annual apportionment statements	....

*The return for 10th October should include a detailed programme month by month for whole of the settlement year, vide rule 53, Manual.

Date.	Due to.	Nature of statement.	Remarks.
1	2	3	4
30th June ..	Director of Land Records and Surveys.	Confidential reports on kanungos	Collectors and Settlement Officer.
Ditto ..	Ditto ..	Confidential reports of ministerial officers drawing over Rs. 50.	Settlement Of
1st July ..	Ditto ..	Indent for stationery ..	Major operations.
Ditto ..	Ditto ..	Indent for mathematical instruments.	Ditto.
Ditto ..	Ditto ..	Nominations for settlement kanungoship.	....
20th July ..	Ditto ..	Annual apportionment statements (verified).	....
1st August ..	Ditto ..	Indent for Accountant-General, Bengal, forms.	Major operations.
Ditto ..	Ditto ..	Report regarding number of amins required for following field season.	Minor operations.
5th August ..	Ditto ..	Report regarding officers required for following field season.	Major operations.
15th August ..	Ditto ..	Programme and budget for ensuing financial year.	Ditto.
Ditto ..	Ditto ..	Estimate of map reproduction required for the next financial year.	....
Ditto ..	Ditto ..	Programme and budget estimates for ensuing financial year, with inception proposals.	Minor operations.
15th August ..	Ditto ..	Revised programme and budget estimates for current financial year.	All operations.
20th August ..	Ditto ..	Coloured map for the annual report.	Major operations.
1st September ..	Ditto ..	Report regarding original works costing not exceeding Rs. 5,000.	....
10th September	Ditto ..	Report regarding probable cost of maintenance of boundary marks in ensuing financial year.	Collectors in districts where such marks have been erected.
1st October ..	Ditto ..	Indent for High Court forms (Civil Process and proceedings).	Major operations.
8th October ..	Ditto ..	Agricultural statistics ..	....
15th October ..	Ditto ..	Annual report (administrative) for past settlement year.	....
Ditto ..	Ditto ..	Report on the utilisation of record-of-rights.	....
Ditto ..	Ditto ..	Report regarding list of areas for which a record-of-rights has been prepared under the Bengal Tenancy Act.	All Collectors.
Ditto ..	Ditto ..	Report regarding maintenance of boundary marks.	Ditto.
Ditto ..	Ditto ..	Report on uses made of settlement records.	Ditto.
20th October ..	Ditto ..	Small scale map illustrating the field season's programme.	Major operations.
1st November ..	Ditto ..	Indent for High Court forms (Civil miscellaneous).	Ditto.
30th November	Ditto ..	Half-yearly Gradation List of kanungos corrected up to the 30th November.	Settlement Officers and Collectors employing Settlement Kanungoes.

Rule 76.]

APPENDIX H.

The First Schedule—Civil Procedure Code.

Summons to attend to give evidence or produce documents.

1. At any time after the suit is instituted, the parties may obtain, on application to the Court or to such officer as it appoints in this behalf, summonses to persons whose attendance is required either to give evidence or to produce documents.

Expenses of witness to be paid into Court on applying for summons.

2. (1) The party applying for a summons shall, before the summons is granted and within a period to be fixed, pay into Court such a sum of money as appears to the Court to be sufficient to defray the travelling and other expenses of the person summoned in passing to and from the Court in which he is required to attend, and for one day's attendance.

Experts.

(2) In determining the amount payable under this rule, the Court may, in the case of any person summoned to give evidence as an expert, allow reasonable remuneration for the time occupied both in giving evidence and in performing any work of an expert character necessary for the case.

Scale of expenses.

(3) Where the Court is subordinate to a High Court, regard shall be had, in fixing the scale of such expenses, to any rules made in that behalf.

Tender for expenses to witness.

3. The sum so paid into Court shall be tendered to the person summoned, at the time of serving the summons, if it can be served personally.

Procedure where insufficient sum paid in.

4. (1) Where it appears to the Court or to such officer as it appoints in this behalf that the sum paid into Court is not sufficient to cover such expenses or reasonable remuneration, the Court may direct such further sum to be paid to the person summoned as appears to be necessary on that account, and, in case of default in payment, may order such sum to be levied by attachment and sale of the moveable property of the party obtaining the summons; or the Court may discharge the person summoned without requiring him to give evidence; or may both order such levy and discharge such person as aforesaid.

Expenses of witnesses detained more than one day.

(2) Where it is necessary to detain the person summoned for a longer period than one day, the Court may, from time to time, order the party at whose instance he was summoned to pay into Court such sum as is sufficient to defray the expenses of his detention for such further period, and, in default of such deposit being made, may order such sum to be levied by attachment and sale of the moveable property of such party; or the Court may discharge the person summoned without requiring him to give evidence; or may both order such levy and discharge such person as aforesaid.

Time, place and purpose of attendance to be specified in summons.

5. Every summons for the attendance of a person to give evidence or to produce a document shall specify the time and place at which he is required to attend, and also whether his attendance is required for the purpose of giving evidence or to produce a document, or for both purposes and any particular document, which the person summoned is called on to produce shall be described in the summons with reasonable accuracy.

Summons to produce document.

6. Any person may be summoned to produce a document, without being summoned to give evidence; and any person summoned merely to produce a document shall be deemed to have complied with the summons if he causes such document to be produced instead of attending personally to produce the same.

Power to require persons present in Court to give evidence or produce document.

7. Any person present in Court may be required by the Court to give evidence or to produce any document then and there in his possession or power.

Summons how served.

8. Every summons under this Order shall be served as nearly as may be in the same manner as a summons to a defendant, and the rules in Order V as to proof of service shall apply in the case of all summonses served under this rule.

Time for serving summons.

9. Service shall in all cases be made a sufficient time before the time specified in the summons for the attendance of the person summoned to allow him a reasonable time for preparation and for travelling to the place at which his attendance is required.

Procedure where witness fails to comply with summons.

10. (1) Where a person to whom a summons has been issued either to attend to give evidence or to produce a document fails to attend or to produce the document in compliance with such summons, the Court shall, if the certificate of the serving-officer has not been verified by affidavit, and may, if it has been so verified, examine the serving-officer on oath, or cause him to be so examined by another Court touching the service or non-service of the summons.

(2) Where the Court sees reason to believe that such evidence or production is material and that such person has, without lawful excuse, failed to attend or to produce the document in compliance with such summons or has intentionally avoided service it may issue a proclamation requiring him to attend to give evidence or to produce the document at a time and place to be named therein, and a copy of such proclamation shall be affixed on the outer door or other conspicuous part of the house in which he ordinarily resides.

(3) In lieu of or at the time of issuing such proclamation, or at any time afterwards, the Court may, in its discretion, issue a warrant, either with or without bail, for the arrest of such person, and may make an order for the attachment of his property to such amount as it thinks fit, not exceeding the amount of the costs of attachment and of any fine which may be imposed under rule 12:

Provided that no Court of Small Causes shall make an order for the attachment of immoveable property.

11. Where, at any time after the attachment of his property, such person appears and satisfies the Court— If witness appears, attachment may be withdrawn.

(*a*) that he did not, without lawful excuse, fail to comply with the summons or intentionally avoid service, and,

(*b*) where he has failed to attend at the time and place named in a proclamation issued under the last preceding rule that he had no notice of such proclamation in time to attend,

the Court shall direct that the property be released from attachment, and shall make such order as to the costs of the attachment as it thinks fit.

12. The Court may, where such person does not appear, or appears but fails so to satisfy the Court, impose upon him such fine not exceeding five hundred rupees as it thinks fit, having regard to his condition in life and all the circumstances of the case, and may order his property, or any part thereof, to be attached and sold or, if already attached under rule 10, to be sold for the purpose of satisfying all costs of such attachment together with the amount of the said fine, if any: Procedure if witness fails to appear.

Provided that, if the person whose attendance is required pays into Court the costs and fine aforesaid, the Court shall order the property to be released from attachment.

13. The provisions with regard to the attachment and sale of property in the execution of a decree shall, so far as they are applicable, be deemed to apply to any attachment and sale under this Order as if the person whose property is so attached were a judgment-debtor. Mode of attachment.

14. Subject to the provisions of this Code as to attendance and appearance and to any law for the time being in force, where the Court at any time thinks it necessary to examine any person other than a party to the suit and not called as a witness by a party to the suit, the Court may, of its own motion, cause such person to be summoned as a witness to give evidence, or to produce any document in his possession, on a day to be appointed, and may examine him as a witness or require him to produce such document. Court may of its own accord summon as witness strangers to suit.

15. Subject as last aforesaid, whoever is summoned to appear and give evidence in a suit shall attend at the time and place named in the summons for that purpose, and whoever is summoned to produce a document shall either attend to produce it, or cause it to be produced, at such time and place. Duty of persons summoned to give evidence or produce document.

16. (1) A person so summoned and attending shall, unless the Court otherwise directs, attend at each hearing until the suit has been disposed of. When they may depart.

(2) On the application of either party and the payment through the Court of all necessary expenses (if any), the Court may require any person so summoned and attending to furnish

security to attend at the next or any other hearing or until the suit is disposed of and, in default of his furnishing such security, may order him to be detained in the civil prison.

Application of rules 10 to 13.

17. The provisions of rules 10 to 13 shall, so far as they are applicable, be deemed to apply to any person who having attended in compliance with a summons departs, without lawful excuse, in contravention of rule 16.

Procedure where witness apprehended cannot give evidence or produce document.

18. Where any person arrested under a warrant is brought before the Court in custody and cannot, owing to the absence of the parties or any of them, give the evidence or produce the document which he has been summoned to give or produce, the Court may require him to give reasonable bail or other security for his appearance at such time and place as it thinks fit, and on such bail or security being given, may release him, and, in default of his giving such bail or security, may order him to be detained in the civil prison.

No witness to be ordered to attend in person unless resident within certain limits.

19. No one shall be ordered to attend in person to give evidence unless he resides:—

* * * * * *

(*a*) within the local limits of the Court's ordinary original jurisdiction, or

(*b*) without such limits but at a place less than fifty or (where there is railway or steamer communication or other established public conveyance for five-sixths of the distance between the place where he resides and the place where the Court is situate) less than two hundred miles distance from the Court-house.

Consequence of refusal of party to give evidence when called on by Court.

20. Where any party to a suit present in Court refuses, without lawful excuse, when required by the Court, to give evidence or to produce any document then and there in his possession or power, the Court may pronounce judgment against him or make such order in relation to the suit as it thinks fit.

Rules as to witnesses to apply to parties summoned.

21. Where any party to a suit is required to give evidence or to produce a document, the provisions as to witnesses shall apply to him so far as they are applicable.

No. 13.

SUMMONS TO WITNESS. (O. 16, RR. 1, 5.)

(TITLE.)

To

WHEREAS your attendance is required to (*a*) on behalf of the in the above suit, you are hereby

required (personally) to appear before this Court on the day of 19 at o'clock in the forenoon and to bring with you (or to send to this Court).

(*a*) A sum of Rs. being your travelling and other expenses and subsistence allowance for one day, is herewith sent. If you fail to comply with this order without lawful excuse, you will be subject to the consequences of non-attendance laid down in rule 12 of Order XVI of the Code of Civil Procedure, 1908.

GIVEN under my hand and the seal of the Court, this day of 19 .

(*Assistant Settlement Officer*),
R. O. under Chapter X
of the Bengal Tenancy Act, VIII of 1885.

NOTICE—(1) If you are summoned only to produce a document and not to give evidence, you shall be deemed to have complied with the summons if you cause such document to be produced in this Court on the day and hour aforesaid.

(*a*) (2) If you are detained beyond the day aforesaid, a sum of Rs. will be tendered to you for each day's attendance beyond the day specified.

N.B.—Another form in use for general purposes in Settlement Court is Form 24 (*vide* Appendix X).

(*a*) Strike out where the summons is issued at the instance of the Court.

No. 14.

PROCLAMATION REQUIRING ATTENDANCE OF WITNESS. (O. 16, R. 10.)

(TITLE.)

To

WHEREAS it appears from the examination on oath of the serving-officer that the summons could not be served upon the witness in the manner prescribed by law: and whereas it appears that the evidence of the witness is material, and he absconds and keeps out of the way for the purpose of evading the service of the summons: This proclamation is therefore under rule 10 of Order XVI of the Code of Civil Procedure, 1908, issued requiring the attendance of witness in this Court on the day of 19 at o'clock in the forenoon and from day to day until he shall have leave to depart; and if

the witness fails to attend on the day and hour aforesaid he will be dealt with according to law.

GIVEN under my hand and the seal of the Court, this day of 19 .

(Assistant Settlement Officer),
R. O. under Chapter X
of the Bengal Tenancy Act, VIII of 1885.

No. 15.

PROCLAMATION REQUIRING ATTENDANCE OF WITNESS. (O. 16, R. 10.)

(TITLE.)

To

WHEREAS it appears from the examination on oath of the serving-officer that the summons has been duly served upon the witness, and whereas it appears that the evidence of the witness is material and he has failed to attend in compliance with such summons: This proclamation is therefore, under rule 10 of Order XVI of the Code of Civil Procedure, 1908, issued requiring the attendance of the witness in this Court on the day of 19 at o'clock in the forenoon, and from day to day until he shall have leave to depart; and if the witness fails to attend on the day and hour aforesaid he will be dealt with according to law.

GIVEN under my hand and the seal of the Court, this day of 19 .

(Assistant Settlement Officer),
R. O. under Chapter X
of the Bengal Tenancy Act, VIII of 1885.

No. 16.

WARRANT OF ATTACHMENT OF PROPERTY OF WITNESS. (O. 16, R. 10.)

(TITLE.)

To

THE BAILIFF OF THE COURT.

WHEREAS the witness
cited by
has not, after the expiration of the period limited in the procla-

mation issued for his attendance, appeared in Court; You are hereby directed to hold under attachment property belonging to the said witness to the value of and to submit a return, accompanied with an inventory thereof, within days.

GIVEN under my hand and the seal of the Court, this day of 19 .

(Assistant Settlement Officer),
R. O. under Chapter X
of the Bengal Tenancy Act, VIII of 1885.

No. 17.

WARRANT OF ARREST OF WITNESS. (O. 16, R. 10.)

(TITLE.)

To

THE BAILIFF OF THE COURT.

WHEREAS has been duly served with a summons but has failed to attend (absconds and keeps out of the way for the purpose of avoiding service of a summons); You are hereby ordered to arrest and bring the said before the Court.

You are further ordered to return this warrant on or before the day of 19 with an endorsement certifying the day on and the manner in which it has been executed, or the reason why it has not been executed.

GIVEN under my hand and the seal of the Court, this day of 19 .

(Assistant Settlement Officer),
R. O. under Chapter X
of the Bengal Tenancy Act, VIII of 1885.

No. 18.

WARRANT OF COMMITTAL (O. 16, R. 16.)

(TITLE.)

To

THE OFFICER-IN-CHARGE OF THE JAIL AT

WHEREAS the plaintiff (or defendant) in the abovenamed suit has made application to this Court that security be taken for the appearance of to give evidence (or to produce a

document), on the day of 19 ; and whereas the Court has called upon the said to furnish such security, which he has failed to do; This is to require you to receive the said into your custody in the civil prison and to produce him before this Court at on the said day and on such other day or days as may be hereafter ordered.

GIVEN under my hand and the seal of the Court, this day of 19 .

(Assistant Settlement Officer),
R. O. under Chapter X
of the Bengal Tenancy Act, VIII of 1885.

No. 19.

WARRANT OF COMMITTAL. (O. 16, R. 18.)

(TITLE.)

To

THE OFFICER-IN-CHARGE OF THE JAIL AT

WHEREAS , whose attendance is required before this Court in the abovenamed case to give evidence (or to produce a document), has been arrested and brought before the Court in custody, and whereas owing to the absence of the plaintiff (or defendant), the said cannot give such evidence (or produce such document); and whereas the Court has called upon the said to give security for his appearance on the day of 19 , at which he has failed to do: This is to require you to receive the said into your custody in the civil prison and to produce him before this Court at on the day of 19 .

GIVEN under my hand and the seal of the Court, this day of 19

(Assistant Settlement Officer),
R. O. under Chapter X
of the Bengal Tenancy Act, VIII of 1885.

APPENDIX J (1).

Scale of Court-fees.

In Settlement Operations under the Bengal Tenancy Act.

Serial No.	Nature of document, claim, etc.	Stage of operations or section.	Officer before whom filed or person to whom given.	Court-fee to be charged.	Authority.	Remarks.
1	Applications and petitions generally unless ordered otherwise.	....	Revenue Officer ..	Annas 12	Schedule II, clause 1(*b*) of Court-fees Act, 1870, as amended by section 10(*b*) (ii) of the Court-fees (Amendment) Act, 1922 (IV of 1922).	
			Director of Land Records and Surveys, Bengal.	Rupee 1 and annas 8 only.	Schedule II, clause 1(c) of the Court-fees Act, 1870, as amended by the section 10(*b*) (iii) of the Court-fees (Amendment) Act, 1922 (IV of 1922).	
2	Applications and petitions of objection to any entry made or proposed to be made in a draft record-of-rights.	Before draft publication of the record under section 103A.	Any officer ..	....	Government of India's notification No. 3215.R., dated the 19th January 1899.	
3	Application for settlement of rents.	Section 105 ..	Settlement Officer or Assistant Settlement Officer	Annas 12 to be charged for each tenant making or joining or joined in the application. For an issue raised by the application under section 105A, further *ad valorem* fee subject to a maximum of Rs. 20.	Bengal Government's notification No. 6954 L.R., dated the 21st July 1922.	Tenant means "tenancy" which may be held by co-sharers.
4	Plaints in suit	Section 106 ..	Ditto ..	*Ad valorem* fee subject to a maximum of Rs. 20.	Bengal Government's notification No. 3789L.R., dated the 3rd April 1922.	*Ad valorem* fee is calculated under clause (1) of Schedule I of the Court-fees Act, when the amount of fees would be less than Rs. 20.

(b) (1) Appendix J (i)" at page 242 :—

Delete serial 7 and renumber the serials following it as serial 7 onwards.

(ii) In existing serial 8 renumbered as 7 *substitute* "115B" in place of "108A" in column 3.

Serial No.	Nature	m,	Stage of operations or section.	Officer before whom filed or person to whom given.	Court-fees to be charged.	Authority.	Remarks.
5	Applicati	..	Section 105 ..	Settlement Officer or Assistant Settlement Officer.	Annas 12	Schedule II, clause 1(*b*) of the Court-fees Act, 1870, as amended by the section 10(*b*) (*ii*) of the Court-fees (Amendment) Act, 1922 (IV of 1922).	
6	Applicati	..	Section 106 ..	Ditto ..	Annas 12 if the value of suit be Rs. 50 or above and As. 2, if below.	Schedule II, clauses 1(*a*) and 1(*b*) of the Court-fees Act, 1870, as amended by sections 10(*b*) (*ii*) and (*i*), respectively, of the Court-fees (Amendment) Act, 1922.	
7	Applicat	tions	Section 40	Ditto ..	Annas 12	Schedule II, clause 1(*b*) of the Court-fees Act, 1870, as amended by section 10(*b*) (*ii*) of the Court-fees (Amendment) Act, 1922.	
8	Applicat	..	Section 108 or 108A ..	Ditto ..	Annas 12	Ditto	
9	Applica ting with or the thare	s rela nected l land, rights son.	When the proceedings are under Part II of Chapter X of the Bengal Tenancy Act, before final confirmation under section 104F(*3*).	Revenue Officer ..	....	Section 19 (*ix*) of the Court-fees Act, 1870.	
10	Appeal	..	Section 104G(*1*) ..	Director of Land Records and Surveys Bengal.	Annas 8	Schedule II, clause 11(*a*)* of the Court-fees Act, 1870, as amended by Court-fees (Amendment) Act, 1922.	Land revenue settlements only.
11	Applic	..	Section 104G(*2*) ..	Board of Revenue	Rupee 1 and annas 8 only	....	....
12	Certific supp Gov	record e with	Recovery	Each landlord or tenant.	....	Government of India's notification No. 4634, dated the 17th August 1905.	
13	Certifi reco thar Gov	of final herwise with	At any time ..	Any one ..	Annas 8 for a village or portion of a village.	Government of India's notification No. 3941F., dated the 29th June 1911.	The total Court-fees leviable have been reduced to annas 8.

14	Applications for copies ..	Ditto	Revenue Officer ..	Annas 2	Schedule II, clause 1(e) of the Court-fees Act, 1870, as amended by section 10(b) (i) of the Court-fees (Amendment) Act, 1922.
15	Mukhtarnama and vakalatnama.	At any time ..	Revenue Officer ..	Rupee 1	Schedule II, clause 10(a) of the Court-fees Act, 1870, as amended by section 12(i) of the Court-fees (Amendment) Act, 1922.
			Director of Land Records and Surveys, Bengal.	Rupee 1 and annas 8 only.	Schedule II, clause 10(b) of the Court-fees Act, 1870, as amended by section 12(f) of the Court-fees (Amendment) Act, 1922.
16	Vakalatnama	Section 104G(f) ..	Board of Revenue	Rupees 2	Schedule II, clause 10(c) of the Court-fees (Amendment) Act, 1922.
17	Affidavit	....	Revenue and Civil Courts.	Rupee 1	Rule 7, page 162 of the High Court Miscellaneous Rules and Circular Orders (Civil).
18	Objection under section 103A ..	....	....	Annas 12	Schedule II, clause 1(b) of the Court-fees Act, 1870, as amended by section 10(b) (ii) of the Court-fees (Amendment) Act, 1922.

* Corrected under Government order No. 18184 L.R., dated the 15th November 1930.

Rule 140.]

APPENDIX J (2).

Rules under the Court-fees Act relating to fees payable under that Act.

A.—Process Fees.

B.—Reduction and Remission of Court-fees.

A.—PROCESS FEES. (Rules 1 to 9.)

RULES FRAMED BY THE HIGH COURT OF JUDICATURE AT FORT WILLIAM IN BENGAL, UNDER CLAUSE (1) OF SECTION 20 OF THE COURT-FEES ACT, 1870, DECLARING THE FEES CHARGEABLE FOR THE SERVICE AND EXECUTION OF PROCESSES ISSUED BY THE HIGH COURT IN ITS APPELLATE JURISDICTION AND BY THE OTHER CIVIL AND REVENUE COURTS ESTABLISHED WITHIN THE LIMITS OF SUCH JURISDICTION IN BENGAL AND ASSAM.

C. O. No. 6 of 30th April 1891.

1. The fees in the following tables shall be charged for serving and executing the several processes against which they are respectively ranged:—

PART I.

Table of Fees in the High Court, Appellate Jurisdiction.

	Rs.	A.	P.
Article 1.—In every case in which personal or substituted service of any process on parties to the cause is required, where not more than four persons are to served with the same document, *one fee*	3	0	0
When such persons are more than four in number, then the fee abovementioned, and an additional fee of 8 annas for every such person in excess of four	0	8	0

Rule No. 6 of 9th August 1901.

Provided that, in the last mentioned case, where such persons reside in the same or immediately adjacent villages, the additional fee may be such sum, not exceeding the amount of fee prescribed, as the High Court may, in the particular case, determine.

Provided also that, in analogous cases, where the appellant is the same, but the respondents are different, but reside in the same or immediately adjacent villages, the same rule shall apply.

	Rs.	A.	P.
Article 2.—In every case in which personal or substituted service of any process on any persons who are not parties is required, when the number of such persons is not more than four, *one fee*	3	0	0
When there are more than four such persons, then the fee abovementioned for the first four, and an additional fee of 8 annas for every one in excess of that number ..	0	8	0
Article 3.—For the execution of a warrant for arrest of the person	3	0	0
Article 4.—For service or execution of any process issued by the Court, not specified in any preceding article of this Part	3	0	0

C. O. No. 6 of 30th April 1891.

PART II.

Table of Fees in the Courts of Judges and Subordinate Judges, and in the Revenue Courts when the suit in the Revenue Courts in which the process is issued is valued at a sum exceeding Rs. 1,000.

	Rs.	A.	P.
Article 1.—In every case in which personal or substituted service of any process on parties to the cause is required, where not more than four persons are to be served with the same document, *one fee*	2	0	0
When such persons are more than four in number, then the fee abovementioned, and an additional fee of 8 annas for every such person in excess of four	0	8	0
Article 2.—In every case in which personal or substituted service of any process on any persons who are not parties is required, when the number of such persons is not more than four, *one fee*	2	0	0
When there are more than four such persons, then the fees abovementioned for the first four, and an additional fee of 8 annas for every one in excess of that number ..	0	8	0

	Rs.	A.	P.
Article 3.—Where process of attachment of property by actual seizure is issued—			
(*a*) for the seizure under the order of attachment	2	0	0
(*b*) for each man necessary to ensure safe custody of property so attached, when such man is actually in possession, *per diem*	0	8	0

Rule No. 3 of 1909.

NOTE 1.—When process of attachment is issued in a number of cases relating to the same or neighbouring villages, the fee (*a*) must be paid in each case, the daily fee (*b*) only for the men actually employed.

C. O. No. 6 of 30th April 1891.

NOTE 2.—The daily fee (*b*) is to be paid at the time of obtaining the process for so many days as the Court shall order, and the number of days required for the coming and going of the officer; but where the officer is not to be left in possession, then the daily fee is to be paid only for the time to be occupied by the officer going, effecting the attachment, and returning. When the inventory filed by the judgment-creditor shows the property to be of such small value that the expense of keeping it in custody may probably exceed the value, the Court shall fix the daily fee with reference to the provisions of Order XXI, Rule 43 of the Code of Civil Procedure.

Provided that, if it appears that for any reason the number of days fixed by the Court under this note, and in respect of which fees have been paid, is likely to be exceeded, and the decree-holder desires to maintain the attachment, the decree-holder shall apply to the Court to fix such further number of days as may be necessary, and the additional fees in respect thereof shall be paid according to the rate specified in Article 3(*b*) above. If such additional fees be not paid within the period in respect of which fees have been paid, the attachment shall cease on the expiry of that period.

	Rs.	A.	P.
Article 4.—For the proclamation and publication of any order of prohibition under Order XXI, Rule 54 of the Code of Civil Procedure, irrespective of the number of such proclamations or publications	2	0	0

Amended by Rule No. 5 of 1902.

Article 5.—For the publication by posting up of a copy or copies of the notification of any proceeding or process, not specially mentioned in any article of this Part, irrespective of the number of such publications .. 2 0 0

C. O. No. 6 of 30th April 1891.

Article 6.—For executing a decree by the arrest of the person 10 0 0

Article 7.—Where an order for the sale of property other than an order for the sale of distrained property under Act VIII of 1885, is issued—

(*a*) for proclaiming the order of sale under Order XXI, Rule 66 of the Code of Civil Procedure, a fee of .. 2 0 0

(*b*) for selling the property, a percentage or poundage on the gross amount realized by the sale, up to Rs. 1,000, at the rate of .. .. 2 per cent.

together with a further fee on all excess of gross proceeds beyond Rs. 1,000, at the rate of .. 1 per cent.

Provided that when a sale of immovable property is set aside on applications made under Order XXI, Rules 89, 90 or 91 of the Code of Civil Procedure, or under section 174 of the Bengal Tenancy Act, 1885 (VIII of 1885), any poundage or other fee charged for selling the property shall, on application, be refunded: Rule No. 6 of 14th December 1900, amended by Rule No. 5 of 1913.

Provided further that no refund shall be made on the application of the decree-holder when a sale is set aside on the ground of material irregularity or fraud in publishing or conducting the sale and it appears that the decree-holder was privy thereto.

NOTE 1.—The fee under clause (*a*) must be paid when the process is obtained. C. O. No. 6 o 30th April 1891.

The percentage or poundage under clause (*b*) must be paid (1) in a case where the purchaser is a person other than the decree-holder, at the time of making the application for payment of the proceeds of sale out of Court, as provided in Rule 4, and (2) in a case where the decree-holder has been permitted to purchase at the time of the presentation of his application for permission to set off the purchase-money against the amount of his decree, as provided in Rule 5.

NOTE 2.—The percentage leviable under this article shall be calculated on multiples of Rs. 25 (*i.e.*, a poundage fee of 8 annas should be levied for every Rs. 25, or part of Rs. 25 realized by the sale up to Rs. 1,000, and in the case of the proceeds of the sale exceeding Rs. 1,000, an additional fee of 4 annas for every Rs. 25, or part thereof, should be levied]. G. L. No. 5 of 10th December 1895.

NOTE 3.—In cases in which several properties are sold in satisfaction of one decree, only one poundage fee, calculated on the gross sale-proceeds, should be levied, 2 per cent. being charged on the gross proceeds up to Rs. 1,000 and one per cent. on such proceeds exceeding Rs. 1,000. G. L. No. 2 of 5th May 1905.

	Rs.	A.	P.	
Article 8.— For service of the combined order of attachment and proclamation of sale prescribed under section 163(*1*) of the Bengal Tenancy Act	2	0	0	C. O. No. 5 of 1930.
Article 9.—For service of any process not specified in any preceding article of this Part ..	2	0	0	C. O. No. 6 of 30th April 1891.

PART III.

Table of Fees in the Courts of Munsifs and of Small Causes and in the Revenue Courts, when Part II does not apply [except in the suits specified in Part IV].

	Rs.	A.	P.
Article 1.—In every case in which personal or substituted service of any process on parties to the cause is required, where not more than four persons are to be served with the same document, *one fee*	1	0	0
When such persons are more than four in number, then the fee abovementioned, and an additional fee of four annas for every such person in excess of four ..	0	4	0

	Rs.	A.	P.
Article 2.—In every case in which personal or substituted service of any process on any persons who are not parties is required, when the number of such persons is not more than four, *one fee*	1	0	0
When there are more than four such persons, then the fee abovementioned for the first four, and an additional fee of four annas for every one in excess of that number ..	0	4	0
Article 3.—Where process of attachment of property by actual seizure is issued—			
(*a*) for the seizure under the order of attachment	1	0	0
(*b*) for each man necessary to ensure the safe custody of property so attached, when such man is actually in possession, *per diem* ..	0	8	0

Rule No. 6 of 1902.

NOTE 1.—When process of attachment is issued in a number of cases relating to the same or neighbouring villages, the fee (*a*) must be paid in each case, the daily fee (*b*) only for the men actually employed.

C. O. No. 6 of 30th April 1891.

NOTE 2.—The daily fee (*b*) is to be paid at the time of obtaining the process for so many days as the Court shall order, and the number of days required for the coming and going of the officer; but where the officer is not to be left in possession, then the daily fee is to be paid only for the time to be occupied by the officer going, effecting the attachment, and returning. When the inventory filed by the judgment-creditor shows the property to be of such small value that the expense of keeping it in custody may probably exceed the value, the Court shall fix the daily fee with reference to the provisions of Order XXI, Rule 43 of the Code of Civil Procedure.

Provided that, if it appears that for any reason the number of days fixed by the Court under this note, and in respect of which fees have been paid, is likely to be exceeded, and the decree-holder desires to maintain the attachment, the decree-holder shall apply to the Court to fix such further number of days as may be necessary, and the additional fees in respect thereof shall be paid according to the rate specified in Article 3(*b*) above. If such additional fees be not paid within the period in respect of which fees have been paid, the attachment shall cease on the expiry of that period.

	Rs.	A.	P
Article 4.—For the proclamation and publication of any order of prohibition under Order XXI, Rule 54 of the Code of Civil Procedure, irrespective of the number of such proclamations or publications	1	0	0
Amended by Rule No. 5 of 1902. *Article 5.*—For the publication by posting up of a copy or copies of the notification of any proceeding or process, not specially mentioned in any article of this part, irrespective of the number of such publications ..	1	0	0
C. O. No. 6 of 30th April 1910. *Article 6.*—For executing a decree by the arrest of the person	4	0	0

	Rs.	A.	P.
Article 7.—Where an order for the sale of property, other than an order for the sale of distrained property under Act VIII of 1885, is issued—			
(*a*) for proclaiming the order of sale under Order XXI, Rule 66 of the Code of Civil Procedure, a fee of ..	1	0	0
(*b*) for selling the property, a percentage or poundage on the gross amount realized by the sale, up to Rs. 1,000 at the rate of	2 per cent.		
together with a further fee on all excess of gross proceeds beyond Rs. 1,000, at the rate of ..	1 per cent.		

Provided that when a sale of immovable property is set aside on application made under Order XXI, Rules 89, 90 or 91 of the Code of Civil Procedure, or under section 174, of the Bengal Tenancy Act, 1885 (VIII of 1885), any poundage or other fee charged for selling the property shall, on application, be refunded: Rule No. 6 of 14th December 1900, amended by Rule No. 5 of 1913.

Provided further that no refund shall be made on the application of the decree-holder when a sale is set aside on the ground of material irregularity or fraud in publishing or conducting the sale and it appears that the decree-holder was privy thereto.

NOTE 1.—The fee under clause (*a*) must be paid when the process is obtained. C. O. No. 6 of 30th April 1891.

The percentage or poundage under clause (*b*) must be paid (1) in a case where the purchaser is a person other than the decree-holder, at the time of making the application for payment of the proceeds of sale out of Court, as provided in Rule 4, and (2) in a case where the decree-holder has been permitted to purchase at the time of the presentation of his application for permission to set off the purchase-money against the amount of his decree, as provided in Rule 5.

NOTE 2.—The percentage leviable under this article shall be calculated on multiples of Rs. 25 [i.e., a poundage fee of 8 annas should be levied for every Rs. 25, or part of Rs. 25 realised by the sale up to Rs. 1,000, and in the case of the proceeds of the sale exceeding Rs. 1,000, an additional fee of 4 annas for every Rs. 25, or part thereof, should be levied]. G. L. No. 5 of 10th December 1895.

NOTE 3.—In cases in which several properties are sold in satisfaction of one decree, only one poundage fee, calculated on the gross sale-proceeds, should be levied, 2 per cent. being charged on the gross sale proceeds up to Rs. 1,000 and one per cent. on such proceeds exceeding Rs. 1,000. G. L. No. 2 of 5th May 1905.

	Rs.	A.	P.	
Article 8.—For service of the combined order of attachment and proclamation of sale prescribed under section 163 (*1*) of the Bengal Tenancy Act	0	0	0	
Article 9.—For service of any process not specified in any preceding article of this Part ..	1	0	0	C. O. No. 6 of 30th April 1891.

PART IV.

Table of fees in the Court of Munsifs, in Small Cause Courts, and in the Revenue Courts, where the suit is for debt or damage to personal property, or for rent, and where the claim does not exceed Rs. 50.

	Rs.	A.	P.
Article 1.—In every case in which personal or substituted service of any process on parties to the cause is required, where not more than four persons are to be served with the same document, *one fee*	0	8	0
Where such persons are more than four in number, then the fee abovementioned, and an additional fee of four annas for every such person in excess of four ..	0	4	0

NOTE.—Suits under sections 30 and 52 of the Bengal Tenancy Act, 1885 (Act VIII of 1885), are suits for rent within the meaning of the heading of this Part.

Article 2.—In every case in which personal or substituted service of any process on any persons who are not parties is required, for each person to be served	0	4	0
Article 3.—Where process of attachment of property by actual seizure is issued—			
(*a*) for the seizure under the order of attachment	0	8	0
(*b*) for each man necessary to ensure the safe custody of property so attached, when such man is actually in possession, *per diem*	0	8	0

ule No. 6 of 902.

NOTE 1.—When process of attachment is issued in a number of cases relating to the same or neighbouring villages, the fee (*a*) must be paid in each case, the daily fee (*b*) only for the men actually employed.

. O. No. 6 of 0th April 1891.

NOTE 2.—The daily fee (*b*) is to be paid at the time of obtaining the process for so many days as the Court shall order, and the number of days required for the coming and going of the officer; but where the officer is not to be left in possession, then the daily fee is to be paid only for the time to be occupied by the officer going, effecting the attachment, and returning. When the inventory filed by the judgment-creditor shows the property to be of such small value that the expense of keeping it in custody may probably exceed the value, the Court shall fix the daily fee with reference to the provisions of Order XXI, Rule 43 of the Code of Civil Procedure.

Provided that, if it appears that for any reason the number of days fixed by the Court under this note, and in respect of which fees have been paid, is likely to be exceeded, and the decree-holder desires to maintain the attachment, the decree-holder shall apply to the Court to fix such further number of days as may be necessary, and the additional fees in respect thereof shall be paid according to the rate specified in Article 3(*b*) above. If such additional fees be not paid within the period in respect of which fees have been paid, the attachment shall cease on the expiry of that period.

	Rs.	A.	P.
Article 4.—For the proclamation and publication of any order of prohibition under Order XXI, Rule 54 of the Code of Civil Procedure, irrespective of the number of such proclamations or publications	1	0	0
Article 5.—For the publication by posting up of a copy or copies of the notification of any proceeding or process, not specially mentioned in any article of this Part, irrespective of the number of such publications ..	1	0	0
Article 6.—For executing a decree by arrest of the person	1	0	0
Article 7.—Where an order for the sale of property, other than an order for the sale of distrained property under Act, VIII of 1885, is issued—			
(*a*) for proclaiming the order of sale under Order XXI, Rule 66 of the Code of Civil Procedure, a fee of ..	1	0	0
(*b*) for selling the property, a percentage or poundage on the gross amount realised by the sale, up to Rs. 1,000 at the rate of	2 per cent.		
together with a further fee on all excess of gross proceeds beyond Rs. 1,000, at the rate of ..	1 per cent.		

Provided that when a sale of immovable property is set aside on applications made under Order XXI, Rules 89, 90 or 91 of the Code of Civil Procedure, or under section 174 of the Bengal Tenancy Act, 1885 (VIII of 1885), any poundage or other fee charged for selling the property shall, on application, be refunded: Rule No. 6 of 14th December 1908, amended by Rule No. 5 of 1913.

Provided further that no refund shall be made on the application of the decree-holder when a sale is set aside on the ground of material irregularity or fraud in publishing or conducting the sale and it appears that the decree-holder was privy thereto.

NOTE 1.—The fee under clause (*a*) must be paid when the process is obtained. C. O. No. 6 of 20th April 1891.

The percentage or poundage under clause (*b*) must be paid (1) in a case where the purchaser is a person other than the decree-holder, at the time of making the application for payment of the proceeds of sale out of Court, as provided in Rule 4, and (2) in a case where the decree-holder has been permitted to purchase at the time of the presentation of his application for permission to set off the purchase-money against the amount of his decree, as provided in Rule 5.

NOTE 2.—The percentage leviable under this article shall be calculated on multiples of Rs. 25 [i.e., a poundage fee of 8 annas should be levied for every Rs. 25, or part of Rs. 25 realised by the sale up to Rs. 1,000, and in the case of the proceeds of the sale exceeding Rs. 1,000, an additional fee of 4 annas for every Rs. 25, or part thereof, should be levied]. G. I. No. 5 of 10th December 1895.

G. L. No. 2 of 5th May 1905.

NOTE 3.—In cases in which several properties are sold in satisfaction of one decree, only one poundage fee, calculated on the gross sale-proceeds, should be levied, 2 per cent. being charged on the gross sale proceeds up to Rs. 1,000 and one per cent. on such proceeds exceeding Rs. 1,000.

		Rs.	A.	P.
C. O. No. 5 of 1930.	*Article 8.*—For service of the combined order of attachment and proclamation of sale prescribed under section 163 (*1*) of the Bengal Tenancy Act	1	0	0
C. O. No. 6 of 30th April 1891.	*Article 9.*—For service of any process not specified in any preceding article of this Part ..	1	0	0

2. Notwithstanding Rule 1, no fee shall be chargeable for serving and executing any process such as a notice, rule, summons or warrant of arrest, which may be issued by any Court of its own motion, solely for the purpose of taking cognizance of and punishing any act done, or words spoken, in contempt of its authority.

3. A decree-holder, applying under Order XXI, Rule 10 of the Code of Civil Procedure for execution of his decree, may, instead of paying fees for the several steps in execution at different stages and at different times, pay at his opinion at one time all the costs of execution including costs for issue of the sale proclamation.

4. The proceeds of a sale effected in execution of any decree will only be paid out of Court on an application made for that purpose in writing, and the poundage fee for selling the property provided in clause (*b*) of Article 7 of Parts II, III, and IV must be paid by stamps affixed to, or impressed upon, the first of such applications, whether it be or be not made by the person who obtained the order for sale, or whether it does or does not extend to the whole of the proceeds. No fee will be chargeable upon any such application subsequent to the first.

5. In cases in which the decree-holder applies for leave to purchase under Order XXI, Rule 72 of the Code of Civil Procedure, no order to set off the purchase-money against the amount of the decree shall be made upon the application for leave to purchase. Such order shall be made upon a petition presented after the property has been knocked down to the decree-holder at the auction-sale, and such petition shall be stamped with stamps of the value of the poundage fee due for selling the property under clause (*b*) of Article 7 of Parts II, III, and IV.

6. Upon the hearing of such petition, the costs of execution, including the amount of the stamps attached to the petition, shall be ascertained and shall be added to the decree; and in cases in which the amount of the purchase-money exceeds the amount of the decree and of such costs, the decree-holder who has so purchased the property shall pay into Court the sum of 25 per cent. upon the balance of the purchase-money after deducting the amount of the decree and of such costs, and shall pay the balance at the expiration of fifteen days in accordance with Order XXI, Rule 85 of the Code of Civil Procedure.

7. Throughout, or in any part of the localities mentioned in the schedule annexed to this rule, and for the periods of the year during which travelling except by boats is, in the opinion of the District Judge, impracticable, the fees chargeable for the service of processes shall be increased by 25 per cent. in order to provide for payment of the boat-hire or ferry-toll rendered necessary by the state of the country. The additional fees may, however, be reduced to 12½ per cent. over the fees ordinarily leviable, at the discretion of the District Judge, in any part of the district where, or at any season, of the year when, the levy of the larger amount is found to be unnecessary. C. O. No. 5 of 4th September 1893.

NOTE 1.—The process-servers' boat-hire passed under this rule should alone be included under the head of "Process-serving Charges" under "Special contingencies."—(*Vide* Resolution of the Financial Department of the Government of Bengal, dated the 4th August 1890.)

NOTE 2.—The fees levied from parties on account of boat-hire should be realised in Court-fee stamps. If the District Judge finds that the total annual realisation of boat-hire exceeds the amount necessary to be paid out as boat-hire in the course of the year, he should exercise the discretion given him by Rule 7 above in such a way as to reduce the total annual realisation on account of boat hire to the amount necessary to be expended for that purpose. Such fees shall be entered in column 7 of Form No. (M) 60, Volume II, for the purpose of ascertaining whether the total annual realisation of boat hire in Court-fees covers the total annual expenditure on account of boat hire.

Districts.	Local Area.
24-Parganas ..	The Magrahat,[1] Falta,[1] Kulpi, Kakdip, and Mathurapur thanas of the Diamond Harbour munsifi; the Baruipur, Matla and Joynagar thanas of the Baruipur munsifi; the Bhangar, Sonarpur, Vishnupur and Budge Budge thanas of the Sadar munsifi; and the Haroa and Hasnabad thanas of the Basirhat munsifi.
Nadia	The whole district.[2]
Murshidabad ..	The whole district.[3]
Jessore	The whole district.
Khulna	The whole district.
Hooghly	The Arambagh munsifi.[4]
Rajshahi	The whole district
Dinajpur	The Raiganj, Kaliganj and Bunshihari thanas of the Raiganj munsifi.[5]
Rangpur	The Kurigram and Gaibandha munsifis, and the Kaliganj thana of the Sadar munsifi.
Pabna-Bogra ..	The whole district.
Dacca	The whole district.
Mymensingh ..	The whole district.

[1] Insert by C. O. No. 7 of 28th November 1893.
[2] Modified by C. O. No. 4 of 9th June 1900.
[3] Modified by C. O. No. 2 of 30th August 1899.
[4] Inserted by C. O. No. 9 of 1915.
[5] Inserted by C. O. No. 1 of 29th August 1899.

Districts.	Local Area.
Faridpur ..	.. The whole district.
Bakarganj ..	.. The whole district.
Tippera ..	.. The whole district.
Noakhali ..	.. The whole district.
Chittagong	.. The Cox's Bazar, Hathazari and North Raojan munsifs.[6]
Cachar ..	.. The whole district.
Sylhet ..	.. The whole district.
Goalpara ..	.. The whole district.
Kamrup ..	.. The whole district.
Darrang ..	.. The whole district.
Nowgong ..	.. The whole district.
Sibsagar ..	.. The whole district.
Lakhimpur	.. The whole district.

Rule No. 6 of 30th April 1891.

8 (*a*) In such districts or parts of districts as are not for the time being subject to Rule 7, when, in order to the service of any process, the peon has to cross a ferry, then the amount, if any, legally exigible as toll shall be paid by the Court executing such process from its permanent advance.

(*b*) The permanent advance mentioned in this rule is the special permanent advance sanctioned by the Local Government for the purpose of the Rules.

9. In cases in which the process is to be served in the jurisdiction of another Court, the proper fee chargeable under Rule 1 read with Rule 7 shall be levied, in the manner above directed, on the application for the transmission of the process to that Court, and a note shall be made on the process stating that this has been done. A Court which receives from another Court, whether in the same Province or not, a process bearing a certificate that the proper fee has has been levied, shall cause it to be served without further charge.

NOTE 1.—The fees paid in pursuance of these rules must in all proceedings be deemed and treated as part of the necessary and proper costs of the party who pays them.

Rule No. 5, dated 28th April 1890.

NOTE 2.—By arrangement between the Government of India and His Highness the Nizam of Hyderabad, Civil processes for service or execution within His Highness's territories will be issued and served in accordance with the above rule.

Modified 1917.

Processes issued by Civil Courts in His Highness the Nizam's territories will be served or executed in the Bengal Presidency and in Assam free of charge.

NOTE 3.—As regards the service of process and execution of decrees in the Chittagong Hill Tracts, see Chapter I, Rules 41 and 87.

G. L. No. 6 of 26th November 1897.

NOTE 4.—Processes issued by Courts in India for service in Mauritius must be accompanied by a remittance sufficient to meet the cost of service. A sum of Rs. 32 is codsidered likely to cover such cost.

[6] C. O. No. 5 of 13th September 1895, and C. O. No. 3 of 1918.

In the case of a summons intended for service on a person in Mauritius, the procedure indicated in Rule 25, Order V of the Code of Civil Procedure should be adopted whenever possible in preference to effecting service through the Mauritius Government. [G. L. Nos. 15 and 21 of 1928, File No. 1 M/87 of 1928.

In Mauritius, the cost of service is Rs. 3 per person in town, and to this must be added 75 cents per mile travelling allowance for service in the country. For processes not accompanied by an English translation and requiring translation in Mauritius, an additional fee of Rs. 10 should be remitted.

B.—REDUCTIONS AND REMISSIONS OF COURT-FEES.

ORDERS BY THE GOVERNOR-GENERAL IN COUNCIL UNDER SECTION 35 OF THE COURT-FEES ACT.[1]

10. "Under section 35 of the Court-fees Act, VII of 1870, and in supersession of all previous notifications under that section, it is hereby notified that, in exercise of the power to reduce or remit, in the whole or in any part of British India, all or any of the fees mentioned in the First and Second Schedules to the said Act, the Governor-General in Council has been pleased to make the reductions and remissions hereinafter set forth, namely:— Notification of the Government of India, No. 4650, dated 10th September 1889.

A.—General for the whole of British India.

(1) to remit the fees chargeable on applications presented to a Collector for refund of the amount paid to the Government for stamped paper which has become spoiled or unfit for use, or is no longer required for use, and on applications for renewal of stamped paper which has become spoiled or unfit for use;

(2) to remit the fees chargeable on applications in writing, relating exclusively to the purchase of salt which is the property of the Government;

(3) to direct that, when a plaint disclosing a reasonable case on the merits is presented to any Civil or Revenue Courts in such a form that the presiding Judge or Officer, without summoning the defendant, rejects it not for any substantial defect, but on account of an entirely technical error in form only, and so as to leave the plaintiff free to prosecute precisely the same case in another form against the same defendant or defendants, the value of the stamp on the plaint shall be refunded on presentation of an application to the Collector of the district in which the Court is situated, together with a certificate from the Judge or Officer, who rejected the plaint, that it was rejected under the circumstances above described, and that the value of the stamp should, in his opinion, be refunded;

(4) to remit the fees chargeable on—

(*a*) copies of village settlement-records furnished to landholders and cultivators during the currency or at the termination of settlement-operations;

(*b*) lists of fields extracted from village settlement-records for the purpose of being filed with petitions of plaint in Settlement Courts;

[1][Particulars in regard to reductions and remissions of fees in Criminal cases will be found in Chapter V, Volume I, R. and O. (Criminal).]

Provided that nothing in this clause shall apply to copies of judicial proceedings, or copies of village settlement-records (other than lists of fields), extracted as aforesaid, which may be filed in any Court or office;

* * * * * *

(6) to direct that the fee chargeable on appeals from orders under clause (*c*) of section 244[1] of the Code of Civil Procedure, Act XIV of 1882, shall be limited to the amounts chargeable under article 11 of the Second Schedule;

* * * * * *

(8) to remit the fee payable under article 1, clause (*c*) of the Second Schedule on an application or petition presented to a Chief Commissioner, when the application or petition is accompanied by a petition to the Government of India and contains merely a request that that petition may be forwarded to the Government of India;

(9) to remit the fees chargeable under articles 6, 7, and 9 of the First Schedule on copies furnished by Civil or Criminal Courts or Revenue Courts or offices for the private use of persons applying for them;

Provided that nothing in this clause shall apply to copies when filed, exhibited or recorded in any Court of Justice or received by any public officer;

(10) to remit the fees chargeable under paragraph 4 of clause (*a*) and paragraph 2 of clause (*b*) of article 1 of the Second Schedule, on applications for orders for the payment of deposits in cases in which the deposit does not exceed Rs. 25 in amount:

Provided that the application is made within three months of the date on which the deposit first became payable to the party making the application;

(11) to remit, with reference to clause XI of section 19 of the Act, the fees chargeable on applications for leave to occupy under direct engagement with the Government, land of which the Revenue is settled, but not permanently, when made by persons who do not at the time of application hold the land;

(12) to remit the fees chargeable on applications for loans under the Land Improvement Loans Act, XIX of 1883, or the Agriculturists' Loans Act, XII of 1884;

(13) to remit the fee chargeable on an application made by a person to the Collector under the second paragraph of section 39* of the Indian Stamp Act, I of 1879, for the return to that person, or to the Registration Officer who impounded it, of a document impounded and sent to the Collector by a Registration Officer;

*Now section 42 of Act II of 1899.

(14) to remit the fee chargeable on an application made for transfer of a stock-note from one circle to another under paragraph 6 of Resolution No. 2566, dated the 20th August 1885;

* * * * * *

[1]See now section 47 (1) of the Code of 1908.

(16) to direct that the fee chargeable—

(*a*) on an application to a Collector, or to any officer or person discharging all or any of the functions of a Collector, with respect either to liability to assessment or to the amount of an assessment under Act II of 1886 (*an Act*[1] *for imposing a tax on income derrived from sources other than agriculture*), and

(*b*) on a copy of an order passed under section 26 of the same Act,

shall be limited to one anna;

(17) to remit the fee chargeable on an application presented by any person for the return of a document filed by him in any Court or public office;

(18) to direct that, when a part of an estate paying annual revenue to the Government under a settlement which is not permanent is recorded in the Collector's register as separately assessed with such revenue, the value of the subject-matter of a suit for the possession of, or to enforce a right of pre-emption in respect of, a fractional share of that part shall, for the purposes of the computation of the amount of the fee chargeable in the suit, be deemed not to exceed five times such portion of the revenue separately assessed on that part as may be rateably payable in respect of the share;

(19) to direct that, if the amount of the fee chargeable in any case involves a fraction of an anna, the fraction shall be remitted except where otherwise expressly provided by this notification;

* * * * * *

D.—Special for the Province[2] *of Bengal only.*

(36) to remit in the Hill Tracts of Chittagong all the fees mentioned in the First and Second Schedules;

(37) to declare that the proper fee to be charged upon an application to deposit in any Court rent, not exceeding the sum of fifteen rupees, shall be as follows:—

	Proper fee.
If the amount deposited does not exceed Rs. 2-8	One anna.
If the amount deposited exceeds Rs. 2-8 but does not exceed Rs. 5	Two annas.
If the amount deposited exceeds Rs. 5 but does not exceed Rs. 10	Four annas.
If the amount deposited exceeds Rs. 10 but does not exceed Rs. 15	Six annas.

[1]Now entitled the Indian Income Tax Act, 1886.
[2]Now the Bengal Presidency.

Provided that no fee [*a*] shall be chargeable on an application to deposit rent in respect of which a fee is chargeable under any rule [*b*] framed under sub-section (2) of section 61 of the Bengal Tenancy Act, VIII of 1885[1].

[*a*] The only fees remitted by the Government of India in connection with applications for the deposit of rent are those on applications in respect of which fees have already been paid under section 61 (2) of the Bengal Tenancy Act, VIII of 1885, in accordance with the notification of the Government of Bengal, dated the 21st December 1885. (G. L. No. 1 of 11th January 1894.)

[*b*] The following fees, as fixed by the Government of Bengal in Rules 68 and 69 of Chapter VII of the Rules issued under the Bengal Tenancy Act are those now in force :—.

Notification No. 11574 L. R., dated 7th December 1914.

68. *Deposit of rent.*—For deposits of rent under section 61 (2) of the Act fees shall be levied according to the following scale :—

On any sum not exceeding Rs. 5	1 anna.
On any sum exceeding Rs. 5 but not exceeding Rs. 10 ..	2 annas.
On any sum exceeding Rs. 10 but not exceeding Rs. 25 ..	4 annas.

On any sum exceeding Rs. 25, four annas for each complete sum of Rs. 25 and four annas for the remainder; provided that, if the remainder does nor exceed Rs. 10, the charge for it shall be only two annas; provided also that in no case shall the fee exceed the sum of Rs. 5.

69. *Distraint of crops.*—(1) The following scale of charges is prescribed on account of processes for distraint and sale under section 134 of the Act :—

(*a*) in respect of the warrant of distraint, 8 annas ;

(*b*) in respect of each man necessary to effect the distraint and also to ensure safe custody, where such man is to be left in actual possession, 8 annas a day ; and

(*c*) In respect of action taken under sub-section (*2*) of section 126 of the Act for the reaping, storing or preservation of the crop distrained, 8 annas a day for every person employed, and in addition actual hire of threshing-floor or store-house, if necessary.

(2) In addition to the charges under clauses (*a*), (*b*) and (*c*) of sub-rule (*1*), railway fare, boat-hire and ferry charges may be levied, when necessary, as under rule 67.

* * * * * * *

(*Extract from Rule 67 referred to above.*)

(3) In addition to the above fee for service of notice, the actual charge which must be incurred if it is necessary to travel by railway or boat, or to cross ferries, shall be levied from and paid by the person at whose instance the process is issued before issue of the process. If a peon carries more than one process involving charges for railway fare, boat-hire, etc., the sum leviable shall be charged in equal shares upon all the processes so carried. The rate at which such boat-hire is to be charged shall be the same as those fixed for criminal processes under rule VII of the Rules prescribed by the High Court under clause (*iii*) of section 20 of Act VII of 1870[1], and shall be sufficient only to cover, on the whole, the actual cost of hiring boats, or of such boat establishment as it may be necessary to maintain for the purpose of serving processes of this nature.

[1]*See* Chapter V, Vol. I, General Rules and Circular Orders (Criminal).

Correction Slip No. 82.

Dated Calcutta, the 15th March 1944.

Appendix K., Part 1, pages 259 and 260.—*Substitute* the following *for* this appendix :—

The following rules provide for the recruitment of Settlement Kanungos :—

1. *Appointing authority.*—The Director of Land Records and Surveys, Bengal.

2. *Method of appointment.*—By selection from—

(*a*) candidates nominated by the District Officers and the District Settlement Officers ;

(*b*) candidates nominated by the Director of Land Records and Surveys, Bengal, himself ; and

(*c*) in exceptional cases approved District Kanungos in consultation with Divisional Commissioners.

In the case of (*a*) and (*b*), only candidates who have successfully undergone the prescribed training after selection will be eligible for appointment.

3. *Qualifications.*—

(*i*) *Age limits.*—In the cases of (*a*) and (*b*), 21 and 25 years, in the case of (*c*), 30 years.

(*ii*) *Domicile.*—British subject permanently domiciled in Bengal or a Ruler or a subject of an Indian State declared eligible under section 262 (*2*) of the Government of India Act, 1935.

(*iii*) *Character.*—Certificates from two responsible persons not connected with or related to the candidate in the case of 2 (*a*) and (*b*) only.

(*iv*) *Physical fitness.*—Certificate of physical fitness for Government service in the prescribed form from a Civil Surgeon or a Presidency Surgeon.

Candidates must be fit to undergo hardship incidental to employment on field work.

(*v*) *Minimum educational qualifications.*—In the case of 2 (*a*) and (*b*), must possess an I.A., I.Sc. or I.Com. pass certificate.

4. *Disqualifications.*—

(*i*) Canvassing in any form.

(*ii*) Disability arising from participation in undesirable activities.

Nominating authorities will satisfy themselves by special inquiries.

5. *Communal representations.*—Appointments will be made according to the communal proportions laid down in the Bengal Services Recruitment (Communal Ratio) Rules, 1940, as amended from time to time.

6. (*i*) In April each year the Director of Land Records and Surveys, Bengal, will estimate the number of vacancies likely to arise in the ensuing year. Nominations will then be called for from the District Officers and the District Settlement Officers. An advertisement inviting applications will be published in the Press.

Nominations which will be made in the accompanying form by the District and the District Settlement Officers must reach the Director of Land Records and Surveys, Bengal, by the 31st May.

(ii) For the purpose of nomination Calcutta will be treated as a separate district for which nominations will be made by the District Officer of 24-Parganas.

For this purpose near relations of a Government Officer who is serving in a district will be treated as residents of the district. Nominations of office clerks should be avoided as far as possible.

7. Candidates will in the first instance be selected for training. The total number of selections will ordinarily be 20 per cent. more than the estimated number of vacancies likely to occur during the ensuing year. The District Officers and the District Settlement Officers will make 75 per cent. of the nominations, the remaining 25 per cent. being made by the Director of Land Records and Surveys, Bengal.

8. Selected nominees will be sent at their own expense to a major Settlement to undergo a course of training for two months. At the end of the training an examination will be held by the Settlement Officer in charge of the training and the trainees who will pass the examination successfully will be appointed according to merit as Settlement Kanungos on probation for two years on pay of Rs. 75 a month. At the end of that period if they have rendered satisfactory service, they will be confirmed as Kanungos and appointed in the scale of 90—5/2—100—10/2—180, sanctioned in Government Order No. 9308L.R., dated the 25th September 1941.

If the number of vacancies is less than that of trained candidates who have passed, passed candidates who cannot be appointed in the first instance will be appointed in subsequent vacancies in accordance with Communal Ratio Rules.

Form of nomination by District Officer and District Settlement Officer for the post of Settlement Kanungo.

1. Name of candidate.....

2. Religion (if a non-Muslim, state if the candidate belongs to a scheduled caste. If so, the name of the scheduled caste should be given).....

3. Date of birth.....

4. Permanent residence of candidate (with name of post office and police-station).....

5. Present residence of candidate (with name of post office and police-station).....

6. Name and profession of candidate's father.....

7. Educational qualifications of candidate, with dates of passing examinations.....

8. School or schools at which the candidate studied.....

9. College or colleges at which the candidate studied.....

10. Physique .....

11. Particulars of candidate's employment, if any, since leaving college, together with the salary drawn in each appointment.....

12. Is the candidate's present post, if any, a permanent and pensionable Government post, or otherwise ?.....

13. Name of relations, if any, in Government service.....

14. General remarks of District Officer or of the District Settlement Officer.....

BGP-44/6-1557B-2,100

Rule 186.]

APPENDIX K.

Rules for the Appointment of Kanungos in the Settlements of the Bengal Presidency.

PART I.

1. At least three-fourths of the selections of Settlement Kanungos will ordinarily be made by the Director of Land Records and Surveys annually on or before the 15th July on the nominations of District Officers and of District Settlement Officers after such personal examination as he may think fit. The remaining selections, if any, will be made by the Director of Land Records and Surveys direct. The total number of selections so made will be 25 per cent. more than the estimated number of vacancies likely to occur during the ensuing year.

2. Applications will be received by District Officers and District Settlement Officers for appointment. Applications addressed to the Director of Land Records and Surveys will ordinarily be sent to the District Officer or District Settlement Officer concerned.

3. Nominations will be reported annually on the 1st July to the Director of Land Records and Surveys.

4. Each District Officer will have two nominations, except Dacca, Mymensingh, Howrah and the 24-Parganas, which will have four each. Each District Settlement Officer will have four nominations.

5. In the districts of the Dacca, Chittagong and Rajshahi Divisions, one nominee at least should be a Muhammadan. Whilst in the districts of the Burdwan and Presidency Divisions one Muhammadan nomination, whenever a suitable candidate is available, should be made. At least one-third of the selections made by the Director of Land Records and Surveys should be Muhammadans.

6. Nominations will be made in the accompanying form. Nominees should be men of good character, strong physique and active habits, who have obtained a Bachelor's degree. In exceptional cases, candidates may be taken who have only passed the Intermediate or Matriculation Examination, but such nominations should be rare. Candidates should be at least twenty-one and not more than twenty-five years of age and residents of the district. For this purpose near relations of a Government officer who is serving in a district will be treated as residents of that district. Nominations of office clerks should be avoided as far as possible.

7. Selected nominees will be sent at their own expense for two months' training to a Major Settlement. Those who pass the examination held at the end of that training will be sent, provided there are vacancies, to major settlements on probation for six months on Rs. 75 per month. At the end of that period, if they have rendered satisfactory service they will be confirmed as Kanungos and given the initial pay of Rs. 100 per month. If there are insufficient vacancies, passed candidates will be provided with appointments later.

8. The following time-scale of pay has been sanctioned by Government for the Settlement Kanungo Service:—

Rs. 100—25/3—150—20/3—230—10/3—240—250, following on a probationary period of not less than six months on a pay of Rs. 75 and with an efficiency bar at Rs. 170.

The pay is consolidated and is inclusive of all kinds of allowances, except actual railway-fare. The service is non-pensionable, but the Kanungos are required to contribute 9⅛ per cent. of their monthly pay to the General Provident Fund from the date of their entry in the service.

FORM OF NOMINATION BY DISTRICT OFFICER AND DISTRICT SETTLEMENT OFFICER FOR THE POST OF SETTLEMENT KANUNGO.

1. Name of candidate.....

2. Date of birth.....

3. Permanent residence of candidate.....

4. Present residence of candidate.....

5. Name and profession of candidate's father.....

6. Educational qualifications of candidate, with dates of passing examinations.....

7. School or schools at which candidate studied .....

8. College or colleges at which candidate studied.....

9. Physique.....

10. Particulars of candidate's employment, if any, since leaving school or college, together with the salary drawn in each appointment.....

11. Is the candidate's present post, if any, a permanent and pensionable Government post, or otherwise?.....

12. Name of relations, if any, in Government service.....

13. General remarks of District Officer (and of Settlement Officer when a Major Operation is in progress in the district).....

Rules regulating the leave of Kanungos employed under the Land Records and Surveys, Bengal.

g rule and

Rule 240

1936.

s "subject

place of
of duty".

NOTE.—The different kinds of leave ..... this rule are cumulative and not alternative.

3. Leave of any one kind described in Rule 2 may be granted by the Settlement Officer (in major settlements) of Collector (in minor settlements) without reference to the Director of Land Records and Surveys.

4. The different kinds of leave, referred to in the Note to Rule 2, may be combined only under very exceptional circumstances, and only with the previous sanction of the Director of Land Records and Surveys.

5. No leave of any kind, casual or otherwise, should be granted during the field season, except on medical certificate.

6. If leave is granted or taken in contravention of these rules, the officer's service will be broken, and he will be unable to count his previous service for leave and pension if he subsequently obtains a permanent appointment under Government: [381 (*b*)], Civil Service Regulations.

7. A record should be kept of all leave granted in service books.

8. The services of Kanungos are temporary, and they cannot, as a matter of right, claim any kind of leave. The above rules will, therefore, interpreted as always subject to the exigencies of the service.

Rule 207.]

(73) *Appendix "L", page 262.*—(*i*) In the heading for the words "Local Government" *substitute* the words "Provincial Government", (*ii*) in rule 1 under "General Explanations"; rules 1, 3 and 4 under section I as well as in the heading of section 1 and rule 5 under section II for the words "Local Government" *substitute* the words "Provincial Government".

GENERAL EXPLANATIONS.

1. These instructions apply, so far as may be, to all memorials, letters and applications, etc., addressed to the local Government.

2. These instructions do not apply to cases covered by the rules regulating appeals issued by the Secretary of State under section 96B(*2*) of the Government of India Act or by the local Government in exercise of the powers delegated to it under those rules.

SECTION I.

As to the submission of petitions to the Local Government by private persons or public bodies.

1. Every petition to the local Government should ordinarily be forwarded through the District Officer or local representative of the department of Government concerned, with the subject matter of the petition. Petitions, from persons within that portion of Calcutta which is outside the jurisdiction of the District Magistrate, 24-Parganas, should be submitted either through the Commissioner, Presidency Division, or through the Commissioner of Police, Calcutta, according to the nature of the subject matter of the petition.

2. A petition may be in manuscript or typed or in print, but must, with all accompanying documents, be properly authenticated by the signature of the petitioner, or when the petitioners are numerous, by signature of one or more of them, and it must conclude with a specific prayer.

3. Every petition should be accompanied by a letter addressed to the officer concerned, requesting its transmission to the local Government, and when any order is appealed against, by a copy of that order, as well as of any orders passed in the case by subordinate authorities.

4. Communications on matters connected with bills before the local Legislature may be in the form of a petition to the local Government and must be forwarded to the Secretary to Government in the administrative department concerned.

SECTION II.

As to the submission of petitions by officers in civil employ.

5. Every officer in civil employ wishing to petition the local Government should do so separately:

Provided that nothing in this instruction shall apply to representations submitted by recognised associations of Government servants in accordance with such rules as may from time to time be prescribed by the local Government.

*NOTE (1).—The term "civil employ" includes employment by a local authority.

NOTE (2).—For the purposes of this section a petitioner is considered to be an "officer in civil employ" if he has been previously in civil employ and if his petition relates to any matter connected with his position while in such employ or the circumstances in which he left it.

6. Every petition from an officer in civil employ should be submitted through the head of the office or department to which the petitioner belongs or belonged, and should be forwarded by him through the usual official channel.

7. No officer in civil employ may submit a petition in respect of any matter connected with the official position unless he has some personal interest in the matter.

8. No notice will be taken of a petition relating to any matter connected with the official prospects or position of an officer in civil employ unless it is submitted by the officer himself.

SECTION III.

(74) *Appendix "L", page 263.*—In rule 5 under section II and in rules 9, 11 and 11(2) under section III as well as in the heading of section III *substitute* the words "Provincial Government" for the words "Local Government".

9. Save as provided by rule 11 every petition to the local Government shall be forwarded by the officer concerned with a concise statement of the material facts and (unless there are special reasons for not doing so) an expression of opinion.

10. When the petition is not in English, the officer concerned should transmit a translation with it.

11. District Officers, Commissioners of Divisions and heads of departments are vested with discretionary power to withhold petitions addressed to the local Government in the following cases:—

(1) When a petition is illegible or unintelligible or contains language which, in the opinion of the officer concerned, is disloyal, disrespectful or improper.

(2) When a previous petition has been disposed by the local Government and the petition discloses no new facts or circumstances which afford grounds for a reconsideration of the case.

(3) When a petition is a mere application for relief, pecuniary or otherwise, which is presented by a person manifestly possessing no claim or advancing a claim of an obviously unsubstancial character, or is so belated that its consideration is clearly impossible.

(4) When a petition is an application for employment from a person not in the service of Government or is a request for exemption from the provisions of any law or rule prescribing the qualifications to be possessed by persons in the service of Government, or by persons engaging in any profession or employment.

(5) When a petition is an appeal from a judicial decision with which the executive has no legal power of interference.

NOTE.—In the following cases, namely—

(a) when a petition is an appeal from a judicial decision in a case which the Government has reserved any discretion of interference, or

(b) when a petition is an appeal from a judicial decision in a suit to which the Government was a party, or

(c) when a petition is practically a prayer for mercy or pardon, or contains such a prayer,

the petition must be transmitted to the local Government unless it falls under clause (10) of this rule, or unless it is a petition of the kind referred to in clause (c) and the case is one which the officer concerned is competent to dispose on its own responsibility.

(6) When a petition is an appeal against a decision which by any law or rule having the force of law is declared to be final.

(7) When a petition is addressed by an officer still in the public service and has reference to his prospective claim for pension, except as provided in article 915 of the Civil Service Regulations.

(8) When a petition is a representation against the non-exercise by a subordinate authority of a discretion vested in it by law or rule.

(9) When a petition is an application in a case for which the law provides a different or specific remedy, or in regard to which the time limited by law for making the application has been exceeded.

(10) When a petition relates to a subject on whihc a Commissioner, District Officer, or head of a department is competent to pass orders and no previous application for redress has been made to him.

(11) When the petition refers to matters in which the petitioner has not a direct personal interest, unless it is a petition of the kind described in the note to clause (5).

(12) When the petition is a representation against an order against which under the appeal rules published by the Secretary of State in Council under section 96B(2) of the Government in exercise of the powers delegated to it under those rules, no appeal lies.

(13) If a petition is withheld, the petitioner should be informed of the fact, and the reason for it.

(14) A list of petitions withheld under rule 11, with the reasons for withholding them, shall be forwarded quarterly by

(76) *Appendix "L", page 265.*—In rule 14 for the words "Local Government" *substitute* the words "Provincial Government".

by the withholding officer through the proper channel.

(Form referred to in rule 14 above.)

Statement of petitions addressed to the *withheld by the* *during the quarter ending*

Number.	Name and residence of petitioner.	Date of petition.	Authority addressed.	Subject of petition.	Rule under which withheld.	Number and date of previous order passed.	Remarks.
1	2	3	4	5	6	7	8

NOTE 1.—These rules do not apply to ministerial officers attached to the Civil Courts nor to officers of the Police Department other than the ministerial officers of that department. The appointment, punishment and removal of the former class of officers are regulated by the provisions of Chapter VI of the Bengal, North-

(7) *Appendix "L", section III, item No. 14, note 1, page 265.*—For the word "ministerial" in the first sentence *substitute* "clerical" temporary employ.

Rule 220.]

APPENDIX M.

I.—Training of junior officers in Survey and Settlement work.

1. The training of junior Civil officers in survey and settlement will last from December 1st to the end of March. The following may be taken as the approximate time table:—

Correction Slip No. 75.

Calcutta, the 9th December 1941.

APPENDIX M.

I. Training of junior officers in Survey and Settlement work, pages 265-270.

(1) At page 265, in rule 1, line 9, *insert by hand* after the word "March" the words "Estate management" and *add* a comma after them.

During this period they will also be trained in batches in the different branches of work of the headquarters office.

Preliminary Instructions.

2. During the training the junior officers will be under the orders of the Settlement Officer of the district whose report on their conduct in the course of the training will be placed on record in their character rolls. An officer who shows lack of interest or lack of energy in the camp may seriously prejudice his future prospects.

The Settlement Officer will first explain to them the outlines of the land system of the country and will teach them the proper use of common technical terms, such as "estate", "village", "parganas", "proprietor", "tenure-holder", "raiyat", etc. He will then explain to them what is meant by the Thakbast Survey, the Revenue Survey and the Diara Survey and will show them in the Collectorate record-room specimens of the maps which were prepared at these surveys. He will next draw their attention to the stipulation given by Government at the time of the Permanent Settlement that it would legislate as occasion required for the protection of the tenants. He will deal briefly with the early attempts of Government to carry out this undertaking and he will then draw their particular attention to the present Bengal Tenancy Act (Act VIII of 1885) and he will show them that it is under Chapter X of this Act that the Survey and Settlement of the district is being carried out. He will explain to them the agency which is employed and will indicate the respective functions of the Amin, the Kanungo, the Assistant Settlement Officer, the Settlement Officer, the Director of Land Records and Surveys. He will also explain in general terms the different stages of the operations. The detailed instructions will then begin.

Traverse Survey.

3. The junior officers will first be instructed in the principles of traverse survey and will be given practical lessons in the use of the theodolite. They will also attend a short series of lectures on other subjects connected with surveying. If possible these instructions, lessons and lectures will be given by the Officer-in-charge, Bengal Surveys, or one of his professional assistants.

Cadastral Survey.

4. The junior officers will then go through a full course of practical training in cadastral survey. Each junior officer will be required to survey a block of at least 50 acres.

5. Instruction will then be given in the method of checking maps which is technically known as *partal*.

6. The completion and inking of maps, the insertion of conventional signs and the nature and use of vandyke-prints will also be explained by the junior officers.

Intial record writing.

7. Practical instruction will then be given in initial record-writing, which is technically known as khanapuri or the "filling of columns". The junior officers will at first accompany selected Assistant Settlement Officers or Kanungos during their field inspections of the work of amins. After they have become more or less familiar with the method of work and with the forms which are used (khasra and draft khatian, etc.), they will be deputed in pairs to conduct independently the khanapuri of at

least 250 plots. This is not only better for the junior officers themselves, but it is advantageous to the amins, who are paid by piece work and whose time should not be wasted.

8. It is essential that all officers, whether English or Indian, should learn how to fill up the khanapuri forms with their own hands. The Settlement Officer should impress upon English officers who are new to the country that the filling up of khanapuri papers in the fields is one of the best methods of learning the language. He should also explain to them that as the forms will afterwards be fair-copied, no great harm is done by the early attempts of young officers to write the vernacular.

9. The junior officers should learn how to decide khanapuri disputes. At first they should be present when the Settlement Officer or Assistant Settlement Officer is deciding disputes; but they should afterwards decide personally a few simple disputes. They should record their orders in vernacular with their own hands. They should remember that all disputes must be decided on the basis of actual possession. In the course of khanapuri, the junior officers will fill up the crop columns of the khasra and the list of agricultural stock. English officers who are new to this country, as well as Indian officers who have been brought up in towns, will take this opportunity of becoming familiar with the names and appearance of the different crops as well as with the times of sowing and harvesting.

10. The junior officers will be instructed in the method of area-extraction by means of the acre-comb or talcsquare and the system of checking the work of area extraction by means of the "Universal Theorem".

Initial recess and bujharat.

11. The junior officers will then receive practical instruction in initial recess work and bujharat. They will be attached to the camps of selected Assistant Settlement Officers or Kanungos.

Initial recess.

12. Before learning bujharat, they will see how the extracted areas are entered in the blank area columns of the khasra and draft khatian and how the areas are converted from "acres and cents" to the current local measures. They will also learn what is meant by a parcha or duplicate khatian. They will see the preparation of the parchas and if possible the distribution of the parchas to the persons concerned.

Bujharat.

13. They will then receive instruction in the method of field bujharat, that is the process by which the Kanungo goes to each field with the khanapuri papers and "causes the occupant to understand (*bujh*)" what has been written.

They will see how mistakes are corrected, and how each individual field is checked and initialled. After a few days they will personally carry out the field bujharat of at least 250 plots, and will make the preliminary entry of the existing rent in the proper columns of the draft khatian.

Attestation.

14. They will next be instructed in attestation and will work with selected Assistant Settlement Officers. They will also study the Government Rules (which have the force of law) on the subject of attestation. They will examine some attestation files and will

be shown the preliminary notices which must be issued before the work begins.

15. They will attend the camp of the Assistant Settlemen Officer for some days and will learn the method by which th papers are finally "attested". They will see how each khatia is examined by the Assistant Settlement Officer in the presenc of the landlord and the tenant; how disputes are decided an mistakes are corrected; how the existing rent, the status of th tenant and the special incidents (if any) of the tenancy are record ed by the Assistant Settlement Officer with his own hand; and hov the Assistant Settlement Officer finally signs and dates, *i.e.* "attests" the draft khatian.

16. In most cases the junior officers will not have the neces sary powers of a Revenue Officer under section 3(14) of th Tenancy Act. It will not, therefore, be legal for them to mak personal attestation of any khatian. The Assistant Settlemen Officer will, however, explain to the junior officers al the details of the work, and the junior officers on thei part will follow closely all that goes on and will ask question whenever they fail to understand the procedure. These remark apply to all stages of work after bujharat.

Draft publication.

17. The process of, and reasons for draft publication will then be explained to the junior officers.

Questions section, 103A.

18. Each junior officer will attend for a day or two the camp of an officer, if there are any, who is deciding objections under section 103A. The junior officers cannot legally pass orders on any objection but it will be useful instruction if they make the changes in the draft record, which are necessary in consequence of the order passed. This process is known as "tamil" or "compliance".

Settlement of land revenue.

19. The Settlement Officer will draw the attention of the junior officers to the modified procedure which is adopted when a settlement of land revenue "is being or is about to be made"—*vide* sections 104-104J of the Tenancy Act. He will explain to them that in some cases the land for which revenue is being settled is the property of Government and is technically known as a *khas mahal*, while in other cases a temporarily-settled proprietor intervenes between Government and tenants. He will show them that in both cases we are bound by law (section 104) to fix "fair and equitable rents" for tenants of every class; but that we are bound to consider the existing rents as fair until the contrary is proved, and that we can only increase the existing rents on the same grounds as a private landlord—*see* section 104 A(*i*) (*d*).

20. The junior officers will learn the various stages in the settlement of rent under the Tenancy Act, namely, the preliminary report, the preparation of the settlement rent-roll under section 104A, the disposal of objections under section 104E and the confirmation of the settlement rent-roll by the "confirming authority" under section 104F. If possible, the junior officers will be present with an Assistant Settlement Officer who is preparing a Settlement rent-roll in a village.

21. The attention of all junior officers will be drawn to the fact that the Tenancy Act has no application to the assessment of land revenue upon a proprietor. When, therefore, the proprietor of a temporarily-settled estate intervenes between Government and the tenants (*see* paragraph 19) the amount which the proprietor will pay to Government will be determined by proceedings under another law, namely, Regulation VII of 1822. The amount which will be assessed upon the proprietor will, however, be based upon the settlement rent-roll, which has been prepared under the Tenancy Act.

(2) At page 269, after rule 24, *insert* the following as rule 24A.

"The junior officers or at least a selected number of them will be deputed for not less than three weeks to gain experience in Court of Wards management in tahsil offices, including the use of settlement records and maps. For this purpose they will camp in the vicinity of selected Wards estate tahsil offices where the Collector, in consultation with the Chief Manager or Manager as the case may be if the Wards estate is directly under the Commissioner, will arrange for the necessary facilities at the request of the Settlement Officer. Where tahsil offices in a Wards estate are not conveniently available in the district where the training camp is situated, the Settlement Officer will endeavour to arrange for the training to take place in a neighbouring district in consultation with the appropriate Collector. In cases where no such arrangements in Wards estates can be made, the training should be given at available Khas Mahal tahsil offices. During the period of this training the registers and records maintained at a tahsil office will be explained to the officers with special reference to the finally published record-of-rights which forms Register I. The under training officers will watch actual collection by the tahsil staff both at the tahsil office and in villages and will learn the best way to deal with the tenants to induce better collection. The use of 16" village maps in estate management, e.g., in settling a boundary dispute between tenants, in subdividing a tenancy or splitting up its *jama*, etc., will be specially explained to the junior officers. They will also be shown how the compilation sheet, defaulter's list and annual return are prepared.

The officers under training will also be shown the records of a few cases of settlement of khas lands."

explained to the junior officers, and if practicable they will spend a day at a recovery camp, in order to see how the cost is actually collected, and how the copies of the final record, together with vandyke maps of the village, are distributed to the landlords and tenants.

Case work.

26. The junior officers will then receive some instruction in case work they will read sections 105-106 of the Tenancy Act, and the Government rules which lay down the procedure to be followed. They will see that in both cases the procedure to be followed is based on the Civil Procedure Code, but that in section 105 (fair rent cases) a summary procedure is allowed, while in section 106 (other cases) a regular procedure, including the "framing of issues" is essential. They will examine records of decided cases of both kinds, and will if possible, spend a day in the court of an officer who is engaged in case work.

27. The attention of the junior officers will be drawn to the fact that sections 105-106 have no application to areas in which land revenue is being settled. In such areas the proceedings of

the Settlement Department close with the final publication of the record and any party who is dissatisfied with the record as finally published can bring a suit in the Civil Court under section 104H or section 111A, but the suit cannot relate to the rate of rent which has been assessed upon any class of tenant, nor to the amount of land which has been assessed upon the proprietor of a temporarily-settled estate.

28. The junior officers will see how in accordance with section 109(D) notes are made in the final record, showing the result of cases under sections 105-106.

29. Lastly, the junior officers will see how the final record will be made over to the Collector, and how it will be arranged on the shelves of the record-room; and they will carefully study Chapter IV, Part IV, of the Settlement Manual of 1917, which is based on Sir Lancelot Hare's note explaining some of the uses to which a record-of-rights can be put in the course of district work.

Rule 189.]

II

Rules for the training of probationary Settlement Kanungos.

[Approved in Government Order No. 257 T., dated the 26th May, 1914.]

1. The training of probationary Settlement Kanungos consists of the following:—

(I) *Survey.*—Preliminary instructions. Practical course.

(II) *Khanapuri and Bujharat.*—Practical course.

(III) Law and Miscellaneous course.

The course will last two months.

Probationers will work in squads of six under an Instructor Kanungo. During the practical course the Kanungos will work one at each plane table.

I.—Survey.

2. *General.*—The Technical Adviser will be in charge of the survey training.

3. *Preliminary instructions.*—Before the Practical course begins, the probationers will be thoroughly instructed by the instructors in survey rules and principles generally, including the following points:—

(1) How to handle the dividers.

(2) How to handle the scales.

(3) Alamats.

(4) Offsets.

(5) Field-books and how to plot them.

(6) Traverse plots and how the bases of cadastral sheets are plotted from traverse data.

(7) Extraction of areas.

(8) Principles of simple triangulation with the use of the sight vane and plane table.

(9) Method of reducing maps from one scale to another.

(10) Principles of cadastrally surveying hilly areas.

(11) How to relay a simple previously surveyed boundary.

(12) How to relay missing traverse stations.

4. *Practical Course.*—This will last at least four weeks. It consists of the kistwar survey of at least 100 acres in two sheets with a common margin under the immediate supervision of the instructors, who will at the outset carefully explain each step and the rule under which it is taken. Particular attention will be paid to instruction in—

(1) construction of quadrilaterals and the placing of Shikmi lines according to the lie of the fields,

(2) comparison of boundaries and common margins,

(3) running partal lines,

(4) making field books and traces,

(5) preparation of boundary dispute records, and

(6) methods of inspection.

The probationers will also practise inking up sheets and the drawing of alamats.

II.—Khanapuri.

5. *General.*—An Assistant Settlement Officer will be in charge. Before the practical course commences the probationers will have made themselves thoroughly acquainted with the khanapuri rules under the instruction of the officers deputed to give lectures in the Law and Miscellaneous course.

6. *Practical course.*—This will last at least a week. Each probationer will khanapuri the area which he has surveyed under the supervision of the instructors, who will at the outset carefully explain each step and the rule under which it is taken.

The methods of deciding disputes, the preparation of mauza tenure-trees, and methods of khanapuri partal will receive particular attention.

7. *Area extration.*—The probationer will extract the area of the plots khanapuried and fill up the necessary forms.

II(*a*)—Bujharat.

8. *General.*—An Assistant Settlement Officer will be in general charge. Before the practical course commences, the probationers will have made themselves thoroughly acquainted with the bujharat, rules under the instructions of the officer deputed to give lectures in the Law and Miscellaneous course. Particular attention will be paid to the explanation of thak khasra and revenue maps and of the principles of comparison of cadastral maps with such maps.

9. *Practical course.*—This will last at least a week. The sheets surveyed by one probationer will be handed to another for this purpose, including the entry of areas in the records and final janch thereof.

III.—Law and Miscellaneous Course.

10. Arrangement will be made for instruction in the Land Laws and Survey and Settlement Rules. Probationers are expected to master thoroughly the following:—

(1) Regulations I of 1793, sections 1-8.
(2) Regulation VII of 1822.
(3) Regulation XI of 1825.
(4) Bengal Tenancy Act (omitting chapter on Distraint and Civil Procedure.)
(5) Bengal Survey Act.
(6) Government Rules under the Bengal Tenancy Act.
(7) Cadastral to Attestation Rules.

11. *Miscellaneous.*—The probationers will also be instructed in the other operations of a settlement up to the stage of final publication and in the use of the different forms, preparation of files, statistical statement, the method of making tauzi enquiries, etc.

General.

12. The maps will be inspected by the Technical Adviser and the records by the Assistant Settlement Officer in charge of khanapuri and bujharat training. They will partal each sheet

on the completion of the practical course and give marks according to quality and quantity. Two or more supervising Assistant Settlement Officers will also be deputed to examine as often as possible the work of each probationer in the field. Note books will be kept (one page for each probationer) in which the results of the inspection will be noted day by day.

13. At the end of the course an examination will be held in the Laws, Regulations, Rules and Procedure. When awarding marks the note books kept by the Assistant Settlement Officers will be consulted. The marks obtained in cadastral survey, khanapuri and bujharat will be added to the marks obtained in the examination. Excellency in the written examination will not compensate for bad field work.

14. A report will be submitted by the Settlement Officer to the Director of the Department of Land Records and Surveys, Bengal, on the result of the training. The candidates who are declared to have passed will be provided with a probationary appointment at the first opportunity.

III.

Rules for the training of District Kanungos.

1. The object of the training of District Kanungos in Survey and Settlement work are:—(1) to make them competent surveyors, and (2) to qualify them to render assistance to Collectors in the management of Government estates and in conducting minor settlements under their control.

2. Enrolled candidates who have previously officiated as District Kanangos and have shown aptitude likely to lead to their receiving permanent appointments in the near future will undergo a course of training in Survey and Settlement work before they are permanently appointed. Commissioners of Divisions will report to the Board of Revenue not later than the 15th August, the names of enrolled candidates who are liable to undergo the course of training suggesting which of them will be available during the next season. A final selection of not more than 2 candidates a year will be made by the Board in consultation with the Director of Land Records and Surveys, Bengal.

3. The selected candidates will receive, during the period of training an allowance of Rs. 30 each a month, and travelling allowance under the Fundamental and Subsidiary Rules but not daily allowance for halting.

4. The training will last from the 1st December to the 31st March. The following course of training has been prescribed:—

(1) Cadastral survey including boundary comparison and finding of missing traverse stations.—For 15 days with a selected settlement Kanungo.

(2) Khanapuri and area extraction.—For 1 month with a selected settlement Kanungo.

(3) Bujharat.—For 1 month with a selected settlement Kanungo.

(4) Attestation.—For 15 days with a selected Revenue Officer.

(5) Relay of old maps and comparative mapping.—For 1 month in the Bengal Survey Department.

As enrolled candidates who have previously officiated satisfactorily as District Kanungos will always have some experience of cadastral survey, more time is allotted to other branches of work. For training in the first three stages, the candidates sent up for training will be deputed to work in a Settlement selected by the Director of Land Records and Surveys. For the month of March they will work in the Bengal Survey office under the supervision of the Officer-in-Charge.

5. The Settlement Officer under whom the enrolled candidates are trained and the Officer-in-Charge, Bengal Surveys, will submit to the Director of Land Records and Surveys, Bengal, on or before the 1st May, a confidential report on the training and conduct of those candidates. The Director will forward a copy of the report with his own remarks, if any, to the Commissioner of the Division.

6. Subject to the rules in this section, the training of District Kanungos in Survey and Settlement will be conducted on the lines laid down in the rules for the training of probationary Settlement Kanungos.

IV.

Rules 196, 197 and 325.]

Rules for the training of Amins.

[Approved in Government Order No. 2281, dated the 27th February, 1914.]

Recruits will be grouped into squads of six under each Instructor Kanungo or Inspector as the case may be, and two will work at each table. There will be four coolies to each squad. Before each course begins, it will be the duty of the instructor to explain the principles thoroughly and see that the recruits thoroughly understand them.

Before the practical course begins, the recruits will be instructed by the instructors under the supervision of the Technical Adviser on the following points:—

(1) how to handle the dividers;

(2) how to handle the scales;

(3) the alamats;

(4) Offsets;

(5) what field books are and how to plot from them;

(6) what traverse plots are and how the sheets are plotted from the traverse "data";

(7) extraction of areas;

(8) the principles of simple triangulation with the use of the sight vane and plane table;

(9) how to find out missing traverse stations. This instruction will be given in office.

I.—Cadastral

The recruits will have to survey about 100 acres in kistwar on two sheets with a common margin. The rules will be followed step by step, and everything will be carefully explained to the recruits by the instructor. They will also be taught the principles of surveying in hill areas. The instructor will take special care to instil into the minds of the recruits the principles of (1) constructing quadrilaterals and placing *shikmi* lines according to the lie of fields, (2) comparison of boundaries and common margins, (3) inking up of sheets, and (4) making field-books and traces. The recruits will also practise inking up sheets, drawing of alamats and numbering.

After the recruits have undergone the practical training for about three weeks, the Technical Adviser will inspect them and watch their work; and partal each sheet and award marks on the method and quality of works done.

II.—Khanapuri.

The recruits will have to khanapuri the sheets they have surveyed in accordance with the rules which will have been previously explained to them with the help of previous records in office.

The recruits under supervision of the instructors will extract areas in the afternoon and fill up the necessary forms. The recruits will be engaged for at least a week on khanapuri.

III.—General.

The records will be made over to an experienced Assistant Settlement Officer, who will award marks according to quality and quantity of work done.

The supervising Assistant Settlement Officers will examine in the field as often as possible each recruit. They will keep a note book (one page for each recruit) and note the result day by day. This note book will be put up before the Settlement Officer at the time of selection of passed recruits.

APPENDIX N.

Forms of leases.

No. 1.

FORM OF AGREEMENT TO BE USED IN TEMPORARY SETTLEMENT OF ESTATES WITH PROPRIETORS.

IN WHOSE FAVOUR EXECUTED:—SECRETARY OF STATE FOR INDIA.

Name, parentage and residence of the person executing the kabuliyat. }:—

I take the proprietary settlement of Estate in district bearing tauzi No. for years from 1st April to 31st March at an annual net revenue of rupees subject to the following conditions:—

I. Subject to the terms of this settlement, I shall be at liberty to sell, alienate or transfer my own proprietary right in the said estate: but I shall remain liable for the revenue assessed thereon, unless the transfer is registered under the provision of Act VII (B.C.) of 1876.

II. I shall respect the rights recorded in the settlement papers as possessed by tenants of all grades, village headmen, and others in the said estate.

III. I shall not collect higher rents than are recorded in the settlement papers as demandable from the tenants of any class or grade except in accordance with the law for the time being in force relating to the enhancement or increase of rents.

IV. I shall not collect or attempt to collect any illegal cess or abwabs or exact forced labour nor shall I collect the legal cess at a rate higher than that laid down in the law regarding cess and I shall pay the aforesaid amount of Government revenue according to the instalments noted at the foot of this engagement.

V. At the end of the aforesaid period of settlement, I or my heirs or successors-in-interest shall have the right to a renewal of the settlement on the revenue that may be then fixed. If I or they do not take the settlement on the revenue that may be then fixed, I or they shall be entitled to receive malikana at the usual rates. I furthermore understand that the provisions of the proviso to section 3 of Regulation VII of 1822 may be enforced against me at any time should the Local Government so direct.

VI. In the event of my or my heirs or successors-in-interest holding on or after the expiration of the term of settlement specified in this kabuliyat, I or they shall be held responsible on account of any year subsequent to the expiry of such terms of settlement for any enhanced revenue as may be then assessed upon the estate

and shall not require from Government any notice of its intention to revise the settlement.

VII. On the occurrence of any agricultural calamity when Government has suspended or remitted the whole or any portion of the revenue for any period, I shall suspend or remit rents payable to me by tenants in the same proportion as the revenue is suspended or remitted, and for the same period, and, if I fail to do so, the Collector shall be at liberty to withdraw the suspension

granted

in such public office as may be prescribed

instructions laid down by the Board of Revenue or Government for the maintenance and correction of the survey and settlement records without any objection so long as this lease continues in force. I shall see to the discharge of the patwari's work.

X. I shall not permit any encroachment to be made on lands reserved according to the settlement records for common village use, such as grazing grounds, cremation or burial grounds and fuel reserves.

XI. I bind myself year by year to repair and keep up all boundary marks within the estate, and these marks shall be liable to inspection at any time by the Collector of the district without any notice whatsoever.

XII. If the Collector, in consultation with local officers of the Irrigation Department declare that construction of new or repairs to any existing, outer embankments, cross bunds or dams, or both, are necessary for the protection of tenants, I, on receipt of a notice in writing to that effect from the Collector shall subject to a right of appeal to the superior revenue authorities make such constructions or repairs according to the dimensions and specifications approved by the Collector and shall maintain the works in proper repair to the satisfaction of the Collector, who shall have power to inspect them himself or through an officer duly authorised by him.

XIII. In the event of my violating the conditions of clauses III, IV and IX of this lease, the provisions of the law bearing on the matter may be resorted to, to enforce compliance with its conditions or the Collector may cancel the lease and take steps to enter into direct possession of the estate. If, on receipt of a due notice from the Collector, I fail to construct or keep in proper repair any embankments, cross bunds or dams declared by the Collector to be necessary under clause XII above, the Collector shall have power to execute such works and to recover the cost thereof from me under the law for the time being in force for the recovery of public demands.

XIV. Neither I nor my heirs or successors-in-interest shall be at liberty to raise any objection to the re-measurement of the

estate and the re-assessment of the revenue of the same after thi settlement has expired.

XV. I admit that the State has reserved to itself all rights i minerals with full liberty to search for the same and that in cas minerals are found, the State is entitled to them and to rights o way and other reasonable facilities for working and carrying awa such minerals. The State has also the right to grant simila powers to the assignees of its mineral rights, provided that when ever in the exercise of any such right of the State the rights o any persons are infringed by the occupation or disturbance of th surface of any land, the State or its assignees shall pay to suc persons such amount of compensation for the damages so cause as may be determined by the officers of Government specially deputed for the purpose.

XVI. This settlement has been made with me in anticipatio of, and subject to, the sanction of the competent revenue author ities, whose orders, if any, shall be carried out by me with effec from the commencement of this lease. This settlement shall no be valid if it is set aside by such authorities.

SCHEDULE OF KISTS.

No. 2.

FORM OF AGREEMENT TO BE EXECUTED BY THE FARMER OF TEMPORARILY-SETTLED PRIVATE ESTATES.

IN WHOSE FAVOUR EXECUTED:—SECRETARY OF STATE FOR INDIA.

Name, parentage and residence of the person executing the kabuliyat. }:—

I take the farming settlement of estate in district bearing tauzi No. for years from 1st April to 31st March at an annual net revenue of rupees on the security of resident of and subject to the following conditions:—

I. Without the sanction of the Collector previously obtained in writing I have not the power to transfer by gift, public or private sale, mortgage or in any other manner my rights or make another a co-sharer with me as a farmer of the estate. I have not the power to sub-let the estate or any portion thereof to any ijardar, chakdar or other person, or grant any leases whatsoever creating any tenure between myself and the raiyat-cultivator. No sub-lease or other incumbrance created by me in contravention of the terms of this clause shall be in any way binding on Government.

II. I shall respect the rights recorded in the settlement papers as possessed by tenants of all grades, village headmen, and others in the said estate.

III. I shall not collect higher rents than are recorded in the settlement papers as demandable from the tenants of any class or

grade, but I may collect rents for waste lands cultivated through my own exertions.

IV. I shall not collect or attempt to collect any illegal cess or abwabs or exact forced labour, nor shall I collect the legal cess at a rate higher than that laid down in the law regarding cess and I shall pay the aforesaid amount of Government revenue according to the instalments noted at the foot of this engagement.

V. At the end of the aforesaid period of settlement neither I nor my heirs or successors-in-interest shall have the right to a renewal of the settlement.

VI. In the event of my dying during the continuance of the term of settlement, the Government shall have power to settle the estate with any one, or with my heirs with the consent of those heirs and my surety till the conclusion of the term of the original settlement.

VII. In the event of my or my heirs or successors-in-interest holding on after the expiration of the term of settlement specified in this kabuliyat, I or they shall be held responsible on account of any year subsequent to the expiry of such term of settlement for any enhanced revenue as may be then assessed upon the estate and shall not require from Government any notice of its intention to revise the settlement.

VIII. On the occurrence of any agricultural calamity when Government has suspended or remitted the whole or any portion of the revenue for any period, I shall suspend or remit rents payable to me by tenants in the same proportion as the revenue is suspended or remitted, and for the same period, and, if I fail to do so, the Collector shall be at liberty to withdraw the suspension or remission granted.

IX. If any waste lands in the estate be brought under cultivation through my exertions, my right to receive the rents derivable therefrom without any increase of revenue shall continue during the currency of this settlement.

X. I shall file any measurement, collection or other papers that may be from time to time called for from me by the Collector in such public office as may be prescribed and shall observe the instructions laid down by the Board of Revenue or Government for the maintenance and correction of the survey and settlement records without any objection so long as this lease continues in force, I shall see to the discharge of the patwari's work.

XI. I shall not permit any encroachment to be made on lands reserved according to the settlement records for common village use, such as grazing grounds, cremation or burial grounds and fuel reserves.

XII. I bind myself year by year to repair and keep up all boundary marks within the estate, and these marks shall be liable to inspection at any time by the Collector of the district without any notice whatsoever.

XIII. I shall not sell or cut any trees on the estate, whether fruit-bearing or not; and if through my negligence any damage is done to the estate I shall be responsible for it.

XIV. In the event of my violating any of the conditions of this lease or if I became insolvent or allow my lease to be sold in execution of a decree or fail to comply with the provisions of the law relating to the grant of rent-receipts, the provisions of the law bearing on the matter may be resorted to, to enforce compliance with its conditions or the Collector may cancel the lease and enter into direct possession of the estate. The Collector may also cancel my lease and take direct possession of the estate, if at any kist I default in the payment of the revenue that is due from me.

XV. Neither I nor my heirs or successors-in-interest shall be at liberty to raise any objection to the re-measurement of the estate and the re-assessment of the revenue of the same after this settlement has expired.

XVI. I admit that the State has reserved to itself all rights in minerals with full liberty to search for the same and that in ... title to them and to rights

(77) *Appendix "N", page 280.*—In the heading of form No. 3 for he word "Government" *substitute* the word "Crown".

away such minerals. The State has also ... powers to the assignees of its mineral rights, provided that whenever in the exercise of any such right of the State the rights of persons are infringed by the occupation or disturbance of the surface of any land, the State or its assignees shall pay to such persons such amount of compensation for the damages so caused as may be determined by the officers of Government specially deputed for the purpose.

XVII. This settlement has been made with me in anticipation of, and subject to, the sanction of the competent revenue authorities, whose orders, if any, shall be carried out by me with effect from the commencement of this lease. This settlement shall not be valid if it is set aside by such authorities.

SCHEDULE OF KISTS.

No. 3.

FORM OF AGREEMENT TO BE EXECUTED BY A FARMER IN GOVERNMENT ESTATES.

IN WHOSE FAVOUR EXECUTED:—SECRETARY OF STATE FOR INDIA.

Name, parentage and residence of the person executing the kabuliyat. } :—

I take the farming settlement of Government estate bearing tauzi No. in the district of for years from 1st April to 31st March at an annual rent of rupees subject to the following conditions:—

I. Without the sanction of the Collector previously obtained in writing I have not power to transfer by gift, public or private sale, mortgage or in any other manner my rights or make another a co-sharer with me as a farmer of the estate. I have not the

power to sub-let the estate or any portion thereof to any ijaradar, chakdar or other person, or grant any leases whatsoever creating any tenure between myself and the raiyat-cultivator. No sub-lease or other incumbrance created by me in contravention of the terms of this clause shall be in any way binding on Government.

II. I shall respect the rights recorded in the settlement papers as possessed by tenants of all grades, village headmen, and others in the said estate.

III. I shall not collect higher rents than are recorded in the settlement papers as demandable from the tenants of any class or grade, but I may collect rents for waste lands cultivated through my own exertions.

IV. I shall not collect or attempt to collect any illegal cess or abwabs or exact forced labour, nor shall I collect the legal cess at a rate higher than that laid down in the law regarding cess and I shall pay the aforesaid amount of Government rent according to the instalments noted at the foot of this engagement.

V. At the end of the aforesaid period of settlement neither I nor my heirs or successors-in-interest shall have the right to a renewal of the settlement.

VI. In the event of my dying during the continuance of the term of settlement, the Government shall have power to settle the estate with any one, or with my heirs with the consent of those heirs and my surety till the conclusion of the term of the original settlement.

VII. In the event of my or my heirs or successors-in-interest holding on after the expiration of the term of settlement specified in this kabuliyat, I or they shall be held responsible on account of any year subsequent to the expiry of such term of settlement for any enhanced rent as may be then assessed upon the estate and shall not require from Government, any notice of its intention to revise the settlement.

VIII. On the occurrence of any agricultural calamity when Government has suspended or remitted the whole or any portion of the rent for any period I shall suspend or remit rents payable to me by tenants in the same proportion as the rent is suspended or remitted, and for the same period, and, if I fail to do so, the Collector shall be at liberty to withdraw the suspension or remission granted.

IX. If any waste lands in the estate be brought under cultivation through my exertion,— my right to receive the rents derivable therefrom without any increase of rent shall continue during the currency of this settlement.

X. I shall file any measurement, collection or other papers that may be from time to time called for from me by the Collector in such public office as may be prescribed and shall observe the instructions laid down by the Board of Revenue or Government for the maintenance and correction of the survey and settlement records without any objection so long as this lease continues in force. I shall see to the discharge of the patwari's work.

XI. I shall not permit any encroachment to be made on lands reserved according to the settlement records for common village

use, such as grazing grounds, cremation or burial grounds and fuel reserves.

XII. I bind myself year by year to repair and keep up all boundary marks within the estate, and these marks shall be liable to inspection at any time by the Collector of the district without any notice whatsoever.

XIII. I shall not sell or cut any trees on the estate, whether fruit-bearing or not; and if through my negligence any damage is done to the estate I shall be responsible for it.

XIV. In the event of my violating any of the conditions of this lease or if I become insolvent or allow my lease to be sold in execution of a decree or fail to comply with the provisions of the law relating to the grant of rent-receipts, the provisions of the law bearing on the matter may be resorted to, to enforce compliance with its conditions or the Collector may cancel the lease and enter into direct possession of the estate provided that if I default in the payment of the rent that is due from me, the Collector may take steps in accordance with law to eject me and to take direct possession of the estate.

XV. Neither I nor my heirs or successors-in-interest shall be at liberty to raise any objection to the re-measurement of the estate and the re-assessment of the rent of the same after this settlement has expired.

XVI. I admit that the State has reserved to itself all rights in minerals with full liberty to search for the same and that in case minerals are found the State is entitled to them and to rights of way and other reasonable facilities for working and carrying away such minerals. The State has also the right to grant similar powers to the assignees of its mineral rights, provided that whenever in the exercise of any such right of the State the rights of any persons are infringed by the occupation or disturbance of the surface of any land, the State or its assignees shall pay to such persons such amount of compensation for the damages so caused as may be determined by the officers of Government specially deputed for the purpose.

XVII. This settlement has been made with me in anticipation of, and subject to, the sanction of the competent revenue authorities, whose orders, if any, shall be carried out by me with effect from the commencement of this lease. The settlement shall not be valid if it is set aside by such authorities.

SCHEDULE OF KISTS.

No. 4.

FORM OF SECURITY BOND FOR FARMERS.

To

I , son of , resident of village , thana , zilla , execute this security bond.

The mahal , situated in zilla is let in farm to resident of on receipt of a kabuliyat from him for years, from to , at an annual sadar jama of Rs. . I having become acquainted with the particulars set forth in the kabuliyat, voluntarily offer myself to be the surety of the farmer. I myself and on behalf of my heirs do hereby covenant to hold myself responsible for carrying out the provisions contained in the said kabuliyat and for the payment of the Government revenue. For the fulfilment of these conditions I pledge the undermentioned property which is exclusively in my possession and enjoyment and has not been mortgaged or assigned in any way, directly or indirectly. In the event of the farmer defaulting in the payment of Government revenue and infringing any of the conditions set forth in the kabuliyat, I myself, my heirs and executors, will be responsible, and the property pledged may be sold, and the proceeds thereof applied to the liquidation of arrears of the Government revenue and cesses. If the farmer happens to die within the term of the settlement it shall be within the competence of Government to cancel the lease and settle the mahal with anyone else.

In the event of the estate being settled with the heirs of the farmer with my consent till the expiration of the term of the original engagement, this security bond will remain in force, and I myself, my heirs and executers, will be responsible for payment of the Government revenue and fulfilment of all the conditions set forth in the bond and shall never be freed from the liability. I myself, my heirs and executors, shall have no power to grant, sell, pledge, or alienate in any way, directly or indirectly the undermentioned property till the accomplishment of all the conditions set forth in the security bond. Any such grants, sales, pledges and alienations, if made, shall be null and void. If the proceeds of the sale of the property pledged be inadequate to meet the amount due by the farmers, Government shall have powers to realise it by sale of my other moveable and immoveable property, whether held in my name or benami. If any plea or objections be raised on that account by myself, my heirs and executors, they shall be invalid. I myself, my heirs and executors, will not be entitled to receive back the security bond during the currency of the farming lease, nor to act in contravention of the conditions set forth in it. To this effect I execute this security bond.

SCHEDULE OF PROPERTY.

NOTE.—In the case of security bond for the farmer of a temporarily settled estate, the proprietor of which refuses to accept the settlement offered, for the sentence: "If the farmer happens to die within the terms of settlement, it shall be within the competence of Government to cancel the lease and settle the mahal with any one else" the following should be substituted:—

"If the farmer violates the conditions of the lease, or happens to die within the term of the settlement, or if at any time be defaults in the payment of revenue that is due from him, the Collector may cancel the lease, and either take khas possession of the mahal or settle it with another person.

Rule 58]

APPENDIX O.

Rules for the supply of maps and jurisdiction lists from Collectorates and Subdivisional Offices.

1. These rules refer to the jurisdiction lists and the following classes of maps:—

(*i*) Vandyke reproductions of village cadastral maps.

(*ii*) Thana (jurisdiction) maps.

(*iii*) District maps issued by the Director of Land Records and Surveys, Bengal.

(*iv*) Jurisdiction lists.

2. The main depôt for the sale and issue of these maps and jurisdiction lists will be the district headquarters, but village maps can be sold also at subdivisional headquarters where there is a demand.

N.B.—In the district of Chittagong the khas tahsil offices are, for the purposes of this rule, to be considered as subdivisional offices.

3. At the conclusion of settlement proceedings in any district, the surplus stock of vandyke reproductions of village maps will be made over to the Collector of the district and kept by the Collectorate record-keeper with the exception of such as may, under rule 2, be sent to the subdivisional headquarters.

4. The stock of maps will be replenished by an indent, in Form No. I, addressed to the Director of Land Records and Surveys.

5. When the number of copies in stock of any village map is reduced to four, the Collector should consider whether the map should be reprinted, and, if so, should submit an application to the Director of Land Records and Surveys, who will, if he agrees, accord the necessary sanction and cause fresh copies to be printed.

6. The maps will be kept in the custody of the Collectorate or subdivisional record-keeper. They should be kept unfolded between stiff boards, large enough to cover the whole of the map, the village maps being kept by convenient groups of villages within one thana, and the thana maps by thanas. In the case of village maps a ticket should be tied to the upper board of each bundle specifying the maps (thana name and village numbers) covered by it, and all maps of the same village should be kept together. In the case of village maps consisting of more than one sheet, similar arrangements should be made to keep in separate subsidiary bundles copies of the same sheet, the village number and the sheet number being written on the ticket (*e.g.*, $\frac{2}{1}$, $\frac{2}{2}$, $\frac{5}{1}$, $\frac{5}{2}$, $\frac{5}{3}$, etc.), the numerator showing the village number, and the denominator the sheet number.

7. The record-keeper will keep one register (Form No. 2) in as many volumes as may be convenient, in which all transactions will

be entered. A page will be kept for each map or sheet. The balance will be struck at the end of each financial year. For district and thana maps the necessary alterations should be made by hand in the heading of the form. The record-keeper will also keep a register of applications and requisitions (Form No. [illegible]

Correction Slip No. 81.

Calcutta, the 28th May 1942.

1. *Appendix "O", rule 8, page 285,—*

(i) in the first line *after* the word "lists" *insert* the words "when required for

(ii) in the second line *delete* the words "on the public officers of the Provincial

Note.—The corrections should be made by hand.

(Correction slip No. 81 dated the 28th May 1942.)

Correction slip No. 16, dated the 23rd December 1936.

Appendix 'O', Rule 9, page 285.—*After* the item "Thana maps" *insert* the following :—

	Rs.	a.	p.
"Thana mark map of boundary and special marks, scale 1 mile to 2 inches	0	4	0
Union Board map, scale 1 mile to 4 inches ...	0	4	0"

partition at a price of [illegible] 0 4 0

particular estate exceeds [illegible] ... 1 8

250 sheets and at a price of 2 annas per [illegible]

exceeds 250 sheets provided the proprietor of [illegible]

cerned has paid the survey and settlement cost due from him."

Annas 2.

B. G. Press—1940-41—1005E—3,500.

stamp for court-fee for applica[illegible]rd-Room Deputy Collector, who will be atten[illegible]r before noon. The record-keeper will gi[illegible]umber according to the Register of Applica[illegible] fill up the counterfoil, which, after being i[illegible] Collector, will be handed to the applica[illegible]pli-cant will be informed at what time he [illegible]ne record-room. The applications will then be tak[illegible]record-room and entered up in the register of such applica[illegible]s. The record-keeper will ascertain whether the required maps are in the record-room and, if so, will note the amount payable on the applications or report that no copy is available. He will inform the applicants and direct them to file the amount payable in stamps, which will be attached to the applications and treated in the prescribed manner. The record-keeper will then hand over to the applicants the required maps. These maps must be delivered the same day. At the close of each quarter all applications for copies of maps (Form No. 8) will be examined by the record-keeper with a view to ensure

Correction slip No. 40, dated the 4th August 1938.

Appendix "O".

Note 2 to rule 10, page 286.—*Delete* the comma after the word "village" and *add* "as well as for thana maps for more than one thana,."

APPENDIX O.

Correction slip No. 44.

Calcutta, the 31st October 1938.

Rule 11, page 286.—After the first sentence *add* the following :—

"Unbroken sealed packets should be accepted as correct and bro bundles should be subjected to a five per cent. check".

12. The Collector will annually submit to the Director of Land Records and Surveys on the 15th April a return in triplicate in Form No. 6. The return will bear the certificate of the gazetted officer who has verified the balance under rule 11.

13. The return will be entered as an Appendix in the Annual Report of the Director of Land Records and Surveys after verification of supply during the year by the Survey Department.

14. The Director of Land Records and Surveys may examine the stock of maps in the Collectorate or subdivisional record-room, and the working of these rules.

15. The sale of jurisdiction lists will be entered in Form No. 7 of this Appendix.

INDENT FOR SUPPLY OF MAPS.

Indent No. , *dated*

Name in case of district or thana.	Number of copies required.		
Name, number thana and sheet number in case of village.	District map.	Thana map.	Village map.

Forwarded to the Director of Land Records and Surveys, Bengal, for favour of supply to the Collector,

.....

Dated *Collector.*

Director of Land Records and Surveys, Bengal.

(To be retained by the Director of Land Records and Surveys.)

Thana list No. , *dated* , *for the supply of maps as per indent No.* , *dated* , *from the Collector of* *district.*

Particulars of maps despatched.			
Name in case of district or thana.	Number of copies supplied.		
Name, number thana and sheet number in case of village	District map.	Corrected thana map.	Village map.

To

The Director of Land Records and Surveys, Bengal.

I acknowledge receipt of the maps in the foregoing list.

Dated *Collector.*

(To be returned to the Director of Land Records and Surveys.)

Record-keeper's receipt No. *for the supply of maps as per indent No.* , *dated* , *from the Collector of* *district.*

Particulars of maps despatched.			
Name in case of district or thana.	Number of copies supplied.		
	District map.	Corrected thana map.	Village map.

To

The Director of Land Records and Surveys, Bengal.

Received

Collectorate Record-keeper.

(This portion to be retained by the record-keeper.)

FORM No. 2.

REGISTER OF RECEIPT AND ISSUE OF VILLAGE MAPS.

Thana name.	Thana No.	R. S. number.	Name of mauza.	Sheet number where there are more sheets than one.

Date.	Receipt.		Issue.						Balance after each transaction.
			Distribution free of cost.			Sale.			
	Sources of supply.	Number of maps.	Purpose for which issued.	Initials of receiver.	Number of maps.	Application number.	Number of maps.	Amount.	
								Rs. A. P.	

RECORD-KEEPER'S REGISTER OF APPLICATIONS AND REQUISITIONS FOR THE SUPPLY OF MAPS AND JURISDICTION LISTS.

Month

Sale.						On public service.					
Date of presentment to record-keeper.	Application number.	Amount.				Date of presentment to record-keeper.	Requisition number.	Number of maps and Jurisdiction list.			
		District map.	Thana map.	Village map.	Jurisdiction list.			District map.	Thana map.	Village map.	Jurisdiction list.

INSTRUCTION.—To be verified at the end of each month by the Record-Room Deputy Collector.

FORM No. 4.

REQUISITION OF MAPS AND JURISDICTION LISTS.

Requisition number

Serial number.	Description (sheet by sheet).	Number of maps and Jurisdiction lists.				Remarks.
		District maps.	Thana maps.	Village maps.	Jurisdiction lists.	
1	2	3	4	5	6	7

Dated 19 .

Collector of district.

Received the maps specified in the above list with the following exceptions :—

Dated 19 .

(Signature.)

REGISTER OF THE STOCK OF MAPS.

1st April 19 to 31st March 19 .				1st April 19 to 31st March 19 .				1st April 19 to 31st March 19 .				1st April 19 to 31st March 19 .			
Date.	Number of maps.		Balance at the end of each day's transaction.	Date.	Number of maps.		Balance at the end of each day's transaction.	Date.	Number of maps.		Balance at the end of each day's transaction.	Date.	Number of maps.		Balance at the end of each day's transaction.
	Received.	Issued.			Received.	Issued.			Received.	Issued.			Received.	Issued.	
1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
	Opening balance.				Opening balance.				Opening balance.				Opening balance.		

INSTRUCTION.—The register will be verified at the end of each year by a gazetted officer who will initial as correct the opening balance of the following year.

Village maps (sheets).							
Balance on 1st April	..	..	..	*Deduct* receipt for maps not issued during the year.			
Additions during the year	..	..	..	*Add* receipt for maps issued during the year, but paid for previously.			
Total ..							
Issues on public service	..	..	..	Net number of maps sold in the year ..			
Issues by sale	..	..	..				
Total ..							
Balance on 31st March	..	..	..	Unexplained balance			
				Surplus maps			
				Deficit maps			

Signature of verifying officer.
Designation—

MEMO. NO. .

Forwarded to the Director of Land Records and Surveys, Bengal, in triplicate, for verification of the supply and of the amount realised by sale.

COLLECTORATE, *Collector.*

The *19* .

N.B.—Maps received by the Collector for free distribution to landlords and tenants in settlement operations, though not received in the record-room, should be included in this return both as an " Addition " and " Issue " and explained, but should not be otherwise registered till the balance is returned to the record-room after distribution.

FORM No. 7.

REGISTER OF STOCK ACCOUNTS OF THANA VILLAGE LISTS SOLD.

Date.	Name of thana.																				Number sold.	Price.	Chalan No.	Remarks.
	Burdwan.	Satgachia.	Jagatpur.	Bayna.	Khandaghosh.	Galsi.	Ausgram.	Bahelgazi.	Kalna.	Purbasthali.	Manteswar.	Katwa.	Ketugram.	Mangalkote.	Asansol.	Raniganj.	Kanksha.							
1	2																				3	4	5	6
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21				
																						Rs. A.		
	55	55	56	57	63	61	63	67	61	62	64	65	67	65	23	26	53	..	..	..	..	..		
10th May 1917	..	..	..	..	..	..	1	..	..	..	..	..	..	1	..	..	..	..	..	..	..	2	0 12	L.R. II, II, dated 10th May 1917.	
4th July 1917	..	..	..	..	..	..	..	..	..	..	..	..	..	..	1	1	..	..	..	..	..	..	..	....	Given to Deputy Collector Babu P. C. Ghosh.
9th July 1917	..	..	..	..	..	..	1	1	..	..	..	1	..	1	..	..	..	..	..	..	..	4	1 8	L. R. II. 12, dated 10th May 1917.	
Balance ..	..	..	..	..	..	..	61	66	..	..	..	64	..	63	22	25	..	..	..	..	..	..			

INSTRUCTIONS.—1. Receipt to be entered in red ink.
2. Balance when struck to be entered in red ink.
3. When jurisdiction lists are issued free of cost for public service the name of the officer receiving will be entered in the "Remarks" column.

(Sample entries are shown in the form.)

COUNTERFOIL.

FORM OF APPLICATION FOR COPIES OF MAPS AND JURISDICTION LISTS.

(To be handed over to applicant as a token of receipt of application for copies of maps, jurisdiction lists, etc.)

Serial number (as entered in the register of applications) and date of receipt of application.	Name, residence and postal address of applicant.	Specification of the maps and jurisdiction list of which copy is required.	Cost.			Initials of record-keeper.	Signature of officer receiving application.	Remarks.
			Price of maps and jurisdiction lists.	Packing and postage charges (including registration charges), if maps and jurisdiction list are to be sent by post provided that if this fee is insufficient to cover such charges the actual cost will be levied.	Total.			
1	2	3	4	5	6	7	8	9
			Rs. A. P.	Rs. A. P.	Rs. A. P.			

To be filled up by applicant. 1. Name of applicant.

To be filled up by record-keeper. 2. Serial number of application as entered in the register of applications. 3. Date of receipt of application.

Initials of Record-Room Deputy Collector with date.

N.B.—1. Columns 2 and 3 will be filled up by applicant and columns 1 and 4 to 7 by the record-keeper.

2. Payment will be made in court-fee stamps.

APPENDIX P.

Sample programme and estimate of staff and expenditure.

PROGRAMME, YEAR 1.

Officers.	Rate of pay.	Period of employment.	Total cost.	Remarks.
Supervision.	Rs.	Months.	Rs.	
Settlement Officer	1,150	12	13,800	Settlement Officer is appointed one month ahead of the time the field work starts.
Charge Officer (for cadastral), I.C.S.	850	12	10,200	
Deputy Collector—Headquarters Assistant Settlement Officer.	500	12	6,000	
Technical Advisor (Kanungo) ..	230	12	2,760	
Field Officers—10 Circle Officers (80 sq. miles being the area of a circle) :—				
1 Deputy Collector ..	450	9	4,050	
1 Munsif	450	9	4,050	
5 Sub-Deputy Collectors ..	300	9	13,500	
3 Revenue Officers (Kanungo)	200	12	7,200	
66 Kanungos (12 sq. miles being the average size of a halka).	200	12	1,58,400	5 Kanungos are required for preliminary work for 3 months before the field work starts.
Total ..	....	..	2,19,960	
Headquarters Staff.				
Head Clerk	70	12	840	
Head Peskar	60	12	720	
Nazir	50	12	600	Nazir is appointed when preliminary work starts.
Assistant Clerk	45	12	540	
Typists	40	12	480	
Head Computor	60	9	540	
Head Draftsman	60	9	540	
10 Office Peons	14	12	1,680	
Total ..	....	..	5,940	

Officers.	Rate of pay.	Period of employment.	Total cost.	Remarks.
Field Staff.	Rs.	Months.	Rs.	
10 Circle Peshkars	30	9	2,700	
20 Peons (2 for each circle) ..	14	9	3,780	
660 Amins (at 10 for each Kanungo) for 800 sq. miles.	Cadastral fee at Rs. 72 per sq. mile.	..	57,600	
100 sq. miles difficult kistwar ..	Additional rate of Rs. 2 per sq. mile.	..	800	
	Khanapuri fee at Rs. 2 per 100 plots.	..	16,000	
66 Badar Amins (one for each Kanungo) for bujharat.	30	4	7,920	
132 Cooly Peons for bujharat ..	10	4	5,280	
7 Orderlies of Circle Officers ..	14	9	882	
3 Orderlies of Revenue Officer ..	12	12	432	
66 Orderlies of Kanungos ..	12	12	9,504	
Initial recess (including thak and D register copying).	At Rs. 20 per sq. mile.	..	16,000	
Total ..	....	..	1,20,898	

The following staff are usually employed and the rate adopted :—

(i) *Preliminary.*				
30 Muharrirs for copying thak and D register.	27	2	2,700	
(ii) *Area Section.*				
10 Paid Estimator	35	3	1,050	
2 Peons	14	3	84	
1st and 2nd working	At Re. 1-12 per 1,000 plots.	..	1,400	
1st and 2nd totalling	At Re. 1-4 per 6,000 plots.	..	667	
Mean calculation	At Re. 1-3 per 3,000 plots.	..	450	
(iii) *Khasra Section.*				
20 Peons	14	3	840	
Copying fee of Khatians ..	At 10 annas per 100 Khatians.	..	1,250	
Entries of area in khatians ..	At 8 annas per 1,000 plots.	..	600	

Officers.	Rate of pay.	Period of employment.	Total cost.	Remarks.
	Rs.	Months.	Rs.	
Entries of area in khasra ..	At 6 annas per 1,000 plots.	..	300	
Entries of local area in khatian ..	At 12 annas per 1,000 plots.	..	600	
(iv) *Milan Khasra and Jinswar*	At Rs. 2 per 1,000 plots.	..	1,600	
(v) *Boundary Comparison.*				
10 Draftsmen	35	4	1,400	
Total ..	....	..	12,741	
Other Expenditure.				
(1) Travelling allowances of Settlement Officer.	200	12	2,400	
Travelling allowances of Charge Officer.	200	12	2,400	
Travelling allowances of Technical Adviser.	100	9	900	
Travelling allowances of Deputy Collector and Munsif—Cadastral Officer.	Rs. 150 each	9	2,700	
Travelling allowances of 5 Sub-Deputy Collectors—Cadastral Officer.	Rs. 125 ,,	9	5,625	
Joining travelling allowances of I.C.S. officers.	Rs. 200 ,,	..	400	
Joining travelling allowances of other officers.	Rs. 100 ,,	..	700	
Joining travelling allowances of Kanungos.	Rs. 700 ,,	..	4,880	
Pony allowance of Revenue Officers and Kanungos.	Rs. 20 ,,	9	12,420	
Joining travelling allowance during recess for 50 Kanungos.	Rs. 20 ,,	3	3,000	
(2) Remuneration to Copyist ..	....	..	500	
(3) Purchase of Tents ..	....	..	12,000	
(4) Purchase of Instruments ..	....	..	13,000	
(5) Purchase of Typewriter ..	....	..	450	
(6) Purchase of Furniture ..	....	..	3,000	
(7) Petty Construction ..	....	..	5,000	
(8) Miscellaneous	....	..	5,000	
Total ..	....	..	33,950	
Total for 1st year ..	....	..	4,33,864	

PROGRAMME, YEAR 2.

Branch of work.	Period.	Remarks.
	Months.	
Attestation	8	November to June.
Objection under section 103A ..	3	June to September.
Jamch	4	July to October.
Drawing Section, 16" map ..	2	September to October.

Estimate of Staff and Probable Expenditure of the year.

	Period.	Rate of pay.	Total cost.	Remarks.
Supervision—	Months.	Rs.	Rs.	
Settlement Officer	12	1,250	15,000	
Charge Officer (I.C.S.) for attestation	12	900	10,800	
Headquarters Assistant Settlement Officer (Deputy Collector).	12	500	6,000	
Technical Adviser (Kanungo) ..	12	240	2,880	
Total ..	..	..	34,680	
Field Officer—				
10 Attestation Officers (each officer will attest 20,000 interests in a season).				
1 Deputy Collector	6	450	2,600	
1 Munsif	8	450	2,600	
6 Sub-Deputy Collectors	8	300	12,000	
2 Revenue Officers (Kanungo) ..	12	200	7,200	
4 Sub-Deputy Collectors for objection	4	300	4,800	
5 Kanungos at headquarters for miscellaneous work during recess.	4	200	4,000	The Kanungos who work in cadastral are employed in Jamch during recess.
Total ..	..	..	35,200	
Establishment—				
(Sadar Staff.)				
Head Clerk	12	75	900	
Head Peskar	12	65	780	
Nazir	12	52	624	
2 Assistant Clerks	12	45	1,080	
Typist	12	40	480	
Head Draftsman	12	65	780	
10 Office Peons	12	12	1,440	
Total ..	..	..	6,084	

(Field Staff.)

	Rs.
Attestation—	
One Peskar at Rs. 45 ; 3 muharrirs at Rs. 35 each and 1 Badar Amin at Rs. 35 ; 4 Peons at Rs. 12 each and 1 Orderly at Rs. 12 per month for each of 10 camps for 9 months.	22,050
Objection—	
One Peskar at Rs. 45 and 3 Peons at Rs. 12 each and 1 Orderly at Rs. 12 per month for each of 4 camps for 3 months.	1,116
Janch—	
The cost of the clerks for janch is calculated at Rs. 24 per sq. mile.	19,200
Drawing Section (16" map)—	
The cost of the Draftsmen is calculated at Rs. 7 per sq. mile (the area in the year taken to be 160 sq. miles).	1,120
Total ..	43,486

Other expenditure—	Rs.
(1) Travelling allowances—	
Travelling allowance of Settlement Officer at Rs. 200 for 12 months.	2,400
Travelling allowance of Charge Officer at Rs. 200 for 12 months.	2,400
Travelling allowance of Technical Adviser at Rs. 100 for 6 months.	600
Travelling allowance of Deputy Collector and Munsif—Attestation Officer at Rs. 150 for 4 months.	1,200
Travelling allowance of Sub-Deputy Collectors—Attestation Officers at Rs. 125 for 4 months.	2,500
Joining travelling allowance of I.C.S. Charge Officer	200
Joining travelling allowance of Officers Rs. 100 (each).	700
Miscellaneous travelling allowance	500
Total ..	10,500
(2) Remuneration to Copyist	2,000
(3) Purchase of tents	7,000
(4) Purchase of instruments	1,000
(5) Purchase of press materials	7,500
(6) Purchase of furniture	2,000
(7) Boundary pillars	2,000 (This depends on the number of villages in the district.)
(8) Petty construction	2,500
(9) Miscellaneous	5,000
Total ..	29,000
Total for 2nd year ..	1,58,950

PROGRAMME, YEAR 3.

Branch of work.	Periods. Months.	Remarks.
Statistics	12	November to October.
Drawing Section, 16" map ..	8	November to June.
Topo Map	10	November to August.
Final Records	10	November to August.
Checking	10	January to October.
Computation	8	March to October.
Copyholding	7	April to October.
Recovery	5	June to October.

Estimate of the Staff and Probable Expenditure of the year.

	Period.	Rate of pay.	Total cost.	Remarks.
	Months.	Rs.	Rs.	
Supervision—				
Settlement Officer	12	1,325	15,900	
Headquarters Assistant Settlement Officer—Deputy Collector.	12	550	6,600	
Technical Adviser	12	240	2,880	
6 Kanungos	12	200	14,400	
Total ..	..	..	39,780	
Establishment—				
Head Clerk	12	80	960	
Head Peskar	12	70	840	
Nazir	12	55	660	
2 Assistant Clerks	12	50	1,200	
Typists	12	45	540	
Record-keeper	12	60	720	
Assistant Record-keeper ..	12	40	480	
16 Office Peons	14	12	1,680	
Total ..	..	..	7,080	

	Rs.
Job work establishment—	
(1) Statistics—Cost is calculated at Rs. 12 per sq. mile	9,600
(2) 16" Map—Cost is calculated at Rs. 7 per sq. mile (the area taken this year is 640 sq. miles).	4,480
(3) Topo Maps—Cost is calculated at Rs. 3 per sq. mile	2,400
(4) Final Records—Cost of printing including checking is calculated at Rs. 53 for clerks and Rs. 7 for menials; total Rs. 60 per sq. mile.	48,000
(5) Computation and recovery including copyholding—Cost is calculated at Rs. 10 for clerks and Rs. 8 for menials; total cost Rs. 18 per sq. mile (the area taken for the year is 600 sq. miles).	10,800
Total ..	75,280

	Rs.
Other expenditure—	
(1) Travelling allowance—	
Travelling allowance of Settlement Officer for 6 months at Rs. 200.	1,200
Travelling allowance of Technical Adviser at Rs. 100	600
Miscellaneous travelling allowance	500
(2) Remuneration to Copyist	1,000
(3) Repair of furniture	500
(4) Cost of book-binding	10,000
(5) Cost of printing contingencies	4,000
(6) Miscellaneous	[3,500
Total ..	19,000
Total for 3rd year ..	1,43,440

PROGRAMME, YEAR 4.

Branch of work.	Periods. Months.	Remarks.
Computation	2	November to December.
Copyholding	3	November to January.
Recovery	5	November to March.
Case work	8	January to August.

Estimate of the Staff and Probable Expenditure of the year.

	Period.	Rate of pay.	Total cost.	Remarks.
Supervision—	Months.	Rs.	Rs.	
Headquarters Assistant Settlement Officer—Deputy Collector.	8	550	4,400	
3 Sub-Deputy Collectors for case-work.	8	300	7,200	
3 Kanungos	6	210	3,780	
Total ..	..	..	15,380	
Establishment—				
Head Clerk	8	85	680	
Nazir	8	55	440	
Assistant Clerk	8	50	400	
Typist	8	45	360	
Record-keeper	8	65	520	
7 Office Peons	8	14	784	
Total ..	..	..	3,184	

Job work establishment—		Rs.
Computation and recovery including copyholding—		
The cost is calculated at Rs. 18 per sq. mile (for 200 sq. miles).		3,600
Case-work—One Peshkar at Rs. 45, two muharrirs at Rs. 35 each, 3 peons at Rs. 14 each, one orderly at Rs. 14 per month for each camp for 8 months.		4,104
Total ..		7,704
Noting—		
One Peshkar at Rs. 45 for 8 months		360
2 Muharrirs at Rs. 35 for 8 months		560
Total ..		920
Other expenditure—		
(1) Travelling allowances, 3 Case-work Officers at Rs. 125 for 4 months.		1,500
Miscellaneous		300
(2) Remuneration to Copyists		1,000
(3) Repair of furniture		600
(4) Miscellaneous		2,500
Total ..		5,900
Total for 4th year ..		32,788

Adjustment table for areas in which plots and interests vary from the standard.

Year.	Branch of work.	Variation required.	Remarks.
1	Cadastral ..	Nil ..	If there is much *basti*, there will be a slight increase in contract rates, in much compact jungle or sand, a decrease.
	Khanapuri ..	Increase or decrease in total contract payment only, not in rates. Increase or decrease of staff of Amins by 10 for every 100 plots in excess or deficit per square mile.	
	Initial recess	Increase or decrease in total payment but not in rates.	For every 50 plots and 25 interests more or less than the basic assumption of 100 plots and 250 interests per square mile, Re. 1 should be added to or subtracted from the rate adopted.
	Bujharat ..	The cost will increase or decrease according to the number of plots and interests in excess or deficit of the standard.	A Kanungo can do bujharat of 12,000 plots in a season. For every 15 plots in excess of the standard per sq. mile will require one Kanungo more. Similar deductions should be obtained where the number of plots fall below 900 per sq. mile. If the number of interests per sq. mile exceeds 400, an addition to the staff of Kanungos will be required for one Kanungo for every 20 interests in excess of 400.
2	Attestation	Increase or decrease in the cost of the number of interests is in excess or deficit of the standard.	An Attestation Officer can dispose of 20,000 interests in the field season. For every 25 interests per square mile above the standard, increase by one full camp.

Year.	Branch of work.	Variation required.	Remarks.
2	Objection ..	....	This depends on the number of objections. Actual cost should be less or more than the estimate according as the number of cases is below or above 15 per square miles.
2	Jamch ..	For every increase of 25 interests, the rate is to be increased by 2.	
	16" Maps ..	For every increase of 150 plots, the rate is to be increased by 1.	
3	Final records	For every 5 interests more or less than 250, Re. 1 must be added to, or subtracted from the rate adopted.	
	Computation and Recovery.	For every 15 interests more or less than 250, Re. 1 must be added or subtracted from the rate.	
4	Case-work ..	The cost depends on number of cases filed.	

APPENDIX Q.

Colonization.

(APPENDIX VII OF GOVERNMENT ESTATES MANUAL, 1932. SEE ALSO RULE 86 OF THAT MANUAL.)

Instructions regarding initial raiyatwari settlements of Char and Waste lands.

1. The following method called the "Bargadagi" system of survey should be adopted in initial raiyatwari settlements of Government char and waste lands unless there are strong reasons to the contrary.

It has been designed to enable relay of a raiyat's holding to be made with as little expense as possible, to avoid holdings from consisting of scattered small plots, and to prevent disputes over boundaries as these can be easily relaid.

2. First the position for village sites should be determined. If two or more communities are likely to be settled on the land a corresponding number of village sites may be desirable.

The alignment of main roads traversing the char passing through the village sites should next be determined. These must be straight and the longer should form the base line for subsequent survey described below. On the main land such roads should naturally connect with existing roads, while in chars should terminate at points suitable for ferry ghats.

3. Where the area to be colonised is a char surrounded by water, or forms an accretion to unsettled land in the possession of Government, a strip of land 20 yards wide at least is to be reserved as unsettled Government khas land along the water edge to serve as a towpath and to prevent claims to accretions.

Where the char is exposed to severe inundation or erosion by the tidal waters of rivers or the sea, a wider strip still should be reserved to act as a protection to embankments.

4. A base line will then be laid out along the main road, and connected by theodolite survey with the District traverse on the main land. The length of the base line should be as great as possible and should be an exact multiple of a chain in length. The ends of the base line will be demarcated by special pillars.

5. A grid of squares will then be laid out by theodolite on the base line, the corners of squares being marked by pillars made of "T" steel or iron rods $2\frac{1}{2}'' \times 2\frac{1}{2}'' \times \frac{1}{4}'' \times 5'$ long with base plates $9'' \times 9'' \times \frac{1}{4}''$ rivetted at the foot and web plates near the top on which the Diara or Khas Mahal number and pillar number can be painted or stamped.

The sides of the squares should be an exact multiple of a chain. The most convenient size is 16 chains.

The grid forms the basis of all relays, and is most convenient for the division of the area into fields.

6. Where practicable the major squares will then be divided into minor squares with sides of 4 chains, each square forming a field. If rectangles are found more suitable their sides should be an exact multiple of a chain. This is not always possible owing to the presence of large natural features such as navigable inlets that should not be settled but must be retained Khas of Government with a strip of land on either side to form a towpath and prevent claims to accretions. Along these features the fields will become triangles instead of squares.

7. In the culturable area each raiyat's holding will be within a ringed fence. His homestead however will be in the village site referred to in rule 2.

The village site should, if practicable, cover a major square, the roads or village streets will be demarcated to prevent encroachment and should be not less than 20 yards wide. By dividing the area into suitable smaller squares for *bustees*, 1 chain square is a convenient size, bustee plots can be allotted to settlers, and a well laid out village established. A suitable site for a *hat* should be reserved.

8. A map should be prepared and the fields, bustee plots, roads, towpaths, streams, etc., khanapuried and numbered in the

usual manner in a *khasra*, and settlement made with colonists on the basis of the map and *khasra*, each holding being shown in a *khatian* as in preparation of a record-of-rights.

9. After settlement and colonization are complete the pillars will be handed over to the daffadar together with a copy of the map. He will report twice a year on 1st March and 1st September through the Sub-Inspector, whether any pillars are missing or require renewal.

This is in addition to the check of boundary pillars made by the Khas Mahal Department.

NOTE.—It may be necessary to lay out subsidiary roads in addition to main roads. Main roads should be not less than 1 chain wide, and subsidiary roads not less than half a chain. Fields along roads will be quadrilaterals instead of squares.

Rules 302 and 321.

APPENDIX R.

Rules for the determination of the unit of survey.

1. The unit of the revenue survey may somtimes be abandoned in the following circumstances:—

(*a*) when the area of the revenue survey is inconveniently small, *i.e.*, under 100 acres;

(*b*) when it is entirely enclosed within another village; and

(*c*) when owing to the fact that the area at the time of the revenue survey was mostly jungle the revenue survey village is inconveniently large, *e.g.*, 24 square miles.

2. When village boundaries were not surveyed at the revenue survey, new villages should be formed in accordance with locally recognised boundaries.

3. When revenue survey mausas have been completely diluviated and reformed since the revenue survey and the old village boundaries are not traceable new villages should be similarly formed in accordance with locally recognised boundaries.

4. When a village boundary, as locally recognised has changed, owing to reclamation of adjacent waste land not indicated in any revenue survey mauza, the new boundary should be adopted.

5. On the other hand, a revenue survey mauza should not necessarily be split up because it is found to be divided into two parts by a river, nor because different parts of it are found to be inside and outside a municipality, nor because different parts belong to different proprietors.

6. Two revenue survey mausas should not be amalgamated merely because they are found to be in possession of the same proprietor.

APPENDIX 8 (1).

Area conversion table.

Table for converting areas of 4,840 square yards into standard bighas of 0,600 square yards.

Acres.	Bighas.	Acres.	Bighas.	Acres.	Bighas.	Acres.	Bighas.
	B. K. Ch.		B. K. Ch.		B. K. Ch.		B. K. Ch.
1	3 0 8	29	87 14 8	57	172 8 8	85	257 2 8
2	6 1 0	30	90 15 0	58	175 9 0	86	260 3 0
3	9 1 8	31	93 15 8	59	178 9 8	87	263 3 8
4	12 2 0	32	96 16 0	60	181 10 0	88	266 4 0
5	15 2 8	33	99 16 8	61	184 10 8	89	269 4 8
6	18 3 0	34	102 17 0	62	187 11 0	90	272 5 0
7	21 3 8	35	105 17 8	63	190 11 8	91	275 5 8
8	24 4 0	36	108 18 0	64	193 12 0	92	278 6 0
9	27 4 8	37	111 18 8	65	196 12 8	93	281 6 8
10	30 5 0	38	114 19 0	66	199 13 0	94	284 7 0
11	33 5 8	39	117 19 8	67	202 13 8	95	287 7 8
12	36 6 0	40	121 0 0	68	205 14 0	96	290 8 0
13	39 6 8	41	124 0 8	69	208 14 8	97	293 8 8
14	42 7 0	42	127 1 0	70	211 15 0	98	296 9 0
15	45 7 8	43	130 1 8	71	214 15 8	99	299 9 8
16	48 8 0	44	133 2 0	72	217 16 0	100	302 10 0
17	51 8 8	45	136 2 8	73	220 16 8	200	605 0 0
18	54 9 0	46	139 3 0	74	223 17 0	300	907 10 0
19	57 9 8	47	142 3 8	75	226 17 8	400	1,210 0 0
20	60 10 0	48	145 4 0	76	229 18 0	500	1,512 10 0
21	63 10 8	49	148 4 8	77	232 18 8	600	1,815 0 0
22	66 11 0	50	151 5 0	78	235 19 0	700	2,117 10 0
23	69 11 8	51	154 5 8	79	238 19 8	800	2,420 0 0
24	72 12 0	52	157 6 0	80	242 0 0	900	2,722 10 0
25	75 12 8	53	160 6 8	81	245 0 8	1,000	3,025 0 0
26	78 13 0	54	163 7 0	82	248 1 0		
27	81 13 8	55	166 7 8	83	251 1 8		
28	84 14 0	56	169 8 0	84	254 2 0		

APPENDIX S (2).

Area conversion table.

Table of converting standard bighas of 1,600 square yards into acres of 4,840 square yards.

Chatáks.	Acres.	Kathas.	Acres.	Bighas.	Acres.	Bighas.	Acres.	Bighas.	Acres.	Bighas.	Acres.
1	2	3	4	5	6	7	8	9	10	11	12
1	·00103	1	·017	1	·33	31	10·25	61	20·17	91	30·08
2	·00207	2	·033	2	·66	32	10·58	62	20·50	92	30·41
3	·00310	3	·050	3	·99	33	10·91	63	20·83	93	30·74
4	·00413	4	·066	4	1·32	34	11·24	64	21·16	94	31·07
5	·00517	5	·083	5	1·65	35	11·57	65	21·49	95	31·41
6	·00620	6	·099	6	1·98	36	11·90	66	21·82	96	31·74
7	·00723	7	·116	7	2·31	37	12·23	67	22·15	97	32·07
8	·00826	8	·132	8	2·64	38	12·56	68	22·48	98	32·40
9	·00930	9	·149	9	2·98	39	12·89	69	22·81	99	32·73
10	·01033	10	·165	10	3·31	40	13·22	70	23·14	100	33·06
11	·01136	11	·182	11	3·64	41	13·55	71	23·47	121	40·00
12	·01240	12	·198	12	3·97	42	13·88	72	23·80	200	66·12
13	·01343	13	·215	13	4·30	43	14·21	73	24·13	300	99·17
14	·01446	14	·231	14	4·63	44	14·55	74	24·46	400	132·23
15	·01549	15	·248	15	4·96	45	14·88	75	24·79	500	165·29
		16	·264	16	5·29	46	15·21	76	25·12	600	198·35
		17	·281	17	5·62	47	15·54	77	25·45	700	231·41
		18	·296	18	5·95	48	15·87	78	25·79	800	264·46
		19	·314	19	6·28	49	16·20	79	26·12	900	297·52
				20	6·61	50	16·53	80	26·45	1,000	330·58
				21	6·94	51	16·86	81	26·78	2,000	661·16
				22	7·27	52	17·19	82	27·11	3,000	991·74
				23	7·60	53	17·52	83	27·44	4,000	1,322·31
				24	7·93	54	17·85	84	27·77	5,000	1,652·89
				25	8·26	55	18·18	85	28·10	6,000	1,983·47
				26	8·60	56	18·51	86	28·43	7,000	2,314·05
				27	8·93	57	18·84	87	28·76	8,000	2,644·63
				28	9·26	58	19·17	88	29·09	9,000	2,975·21
				29	9·59	59	19·50	89	29·42	10,000	3,305·79
				30	9·92	60	19·83	90	29·75		

APPENDIX T (1a).

Sample programme of a Minor Operation (Land Revenue Settlement) in 5 blocks. Total area, square miles.

"A" BLOCK.

Total number of estates, 24.
Total number of plots, 31,500.
Total number of interests, 6,300.
Total area, 66 square miles.
Number of plots per square mile, 553.

Months.	Kistwar.	Khasapuri.	Bujharat.	Attestation.	Objection.	Final Jamb.	16" map.	Preliminary rate report.		Publication under section 837A.	Disposal of objections.	Fair rent attestation.	Publication of rent-roll.	Disposal of objections under section 104E.	Appeal under section 104G.	Submission of Confirmation Report.	Final confirmation of rent-roll.	Printing of record.	Final publication.	Distribution of records.	Handing over.	Remarks.
								Submitted.	Approved.													
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
1933.																						
October ..	5	..	5	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	
November..	5	5	10	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	
December ..	..	5	15	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	
1934.																						
January ..	..	..	20	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	
February ..	..	..	16	15	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	
March ..	..	..	..	20	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	
April ..	..	..	..	21	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	
May ..	..	..	..	10	40	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	
June ..	..	..	..	..	26	40	40	40	..	..	..	..	..	..	..	..	..	..	..	..	..	
July ..	..	..	..	..	..	26	26	26	40	40	..	..	..	..	..	..	..	..	..	..	..	
August ..	..	..	..	..	..	..	..	..	26	26	40	30	30	..	..	..	..	..	..	..	..	
September	..	..	..	..	..	..	..	..	..	..	26	36	36	..	..	..	..	..	..	..	..	

Total number of estates, 21.
Total number of plots, 67,000.
Total number of interests, 17,000.
Total area, 76 square miles.
Number of plots per square mile, 1,026.

Months.	Khewat.	Khasapati.	Bujharat.	Attestation.	Objection.	Final Jarob.	16" map.	Preliminary rate report.		Publication under section 3274.	Disposal of objections.	Fair rent attestation.	Publication of rent-roll.	Disposal of objections under section 104B.	Appeal under section 104G.	Submission of Confirmation Report.	Final confirmation of rent-roll.	Printing of record.	Final publication.	Distribution of records.	Handing over.	Remarks.
								Submitted.	Approved.													
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
1934.																						
October ..	5	..	6	..	..	..	..	..	..	..	..	..	..	6	..	..	..	..	..	..	..	
November..	5	5	7	..	..	..	..	..	..	..	..	..	..	30	6	..	..	..	..	..	..	
December..	..	5	10	..	..	..	..	..	..	..	..	..	..	30	30	..	..	..	..	..	..	
1935.																						
January ..	..	..	15	..	..	..	..	..	..	..	..	..	..	..	30	6	..	..	..	..	..	
February ..	..	..	15	..	..	..	..	..	..	..	..	..	..	..	..	30	..	..	..	..	..	
March ..	..	..	15	..	..	..	..	..	..	..	..	..	..	..	..	30	6	..	..	..	..	
April ..	..	..	9	10	..	..	..	..	..	..	..	..	..	..	..	..	30	..	..	..	..	..	
May ..	..	..	..	30	..	..	..	..	..	..	..	..	..	..	..	..	30	6	..	..	..	
June ..	..	..	..	25	..	..	..	..	..	..	..	..	..	..	..	..	..	30	..	..	..	
July ..	..	..	..	11	30	..	..	..	..	..	..	..	..	..	..	..	..	30	30	..	..	
August ..	..	..	..	..	46	30	30	30	..	..	..	..	..	..	..	..	..	..	30	..	..	
September	..	..	..	..	..	46	46	46	30	30	..	..	..	..	..	..	..	..	6	30	..	

"C" BLOCK.

Total number of estates, 13.
Total number of plots, 32,000.
Total number of interests, 6,600.
Total area, 45 square miles.
Number of plots per square mile, 822.

Months.	Khewat.	Khasra.	Bujharat.	Attestation.	Objection.	Final Jamch.	16" map.	Preliminary rate report.		Publication under section 337A.	Disposal of objections.	Fair rent attestation.	Publication of rent-roll.	Disposal of objections under section 104B.	Appeal under section 104G.	Submission of Confirmation Report.	Final confirmation of rent-roll.	Printing of record.	Final publication.	Distribution of records.	Handing over.	Remarks.
								Submitted.	Approved.													
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
1935.																						
October ..	5	..	5	..	..	..	..	..	46	46	30	..	..	..	..	..	..	..	..	6	..	
November..	5	5	10	..	..	..	..	..	..	..	46	30	30	..	..	..	..	..	..	30	..	
December..	..	5	10	..	..	..	..	..	..	..	..	46	46	30	..	..	..	..	..	..	36	
1936.																						
January ..	..	..	10	..	..	..	..	..	..	..	..	..	..	16	30	..	..	..	..	..	30	
February ..	..	..	10	10	..	..	..	..	..	..	..	..	..	..	46	30	..	..	..	..	..	
March ..	..	..	..	15	..	..	..	..	..	..	..	..	..	..	..	46	30	..	..	..	..	
April ..	..	..	..	15	..	..	..	..	..	..	..	..	..	..	..	..	46	30	..	..	..	
May ..	..	..	..	5	20	..	..	..	..	..	..	..	..	..	..	..	..	46	..	..	..	
June ..	..	..	..	..	25	20	20	20	..	..	..	..	..	..	..	..	..	..	30	..	..	
July ..	..	..	..	..	..	25	25	25	20	20	..	..	..	..	..	..	..	..	46	..	..	
August ..	..	..	..	..	..	..	..	..	25	25	20	..	..	..	..	..	..	..	..	30	..	
September	..	..	..	..	..	..	..	..	..	..	25	20	..	..	..	..	..	..	..	46	30	

"D" BLOCK.

Total number of estates, 21.
Total number of plots, 60,506.
Total number of interests, 11,500.
Total area, 80 square miles.
Number of plots per square mile, 964.

Months.	Ekrars.	Khanapuri.	Bajbaras.	Attestation.	Objection.	Final Panch.	16" map.	Preliminary rate report.		Publication under section 107A.	Disposal of objections.	Fair rent attestation.	Publication of rent-roll.	Disposal of objections under section 104B.	Appeal under section 104C.	Submission of Confirmation Report.	Final confirmation of rent-roll.	Printing of record.	Final publication.	Distribution of records.	Handing over.	Remarks.
								Submitted.	Approved.													
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
1936.																						
October ..	5	..	5	..	..	..	..	..	..	..	..	5	30	..	..	..	..	..	..	..	30	
November..	5	5	10	..	..	..	..	..	..	..	..	20	25	20	..	..	..	..	..	..	16	
December..		5	10	..	..	..	..	..	..	..	..	..	..	25	..	..	..	..	.	..	..	
1937.																						
January ..	..	..	10	..	..	..	..	..	..	..	..	..	..	..	20	..	..	..	..	..	..	
February ..	..	..	15	..	..	..	..	..	..	..	..	..	..	..	25	20	..	..	..	..	..	
March ..	..	..	15	..	..	..	..	..	..	..	..	..	..	..	..	25	20	..	..	..	..	
April ..	..	..	15	..	..	..	..	..	..	..	..	..	..	..	..	..	25	..	..	..	..	
May ..	..	..	..	20	..	..	..	..	..	..	..	..	..	..	..	..	..	20	..	..	..	
June ..	..	..	..	20	..	..	..	..	..	..	..	..	..	..	..	..	..	25	..	..	..	
July ..	..	..	..	20	..	..	..	..	..	..	..	..	..	..	..	..	..	..	20	..	..	
August ..	..	..	..	20	30	..	..	..	..	..	..	..	..	..	..	..	..	..	25	..	..	
September	..	..	..	..	30	10	..	..	..	..	..	..	..	..	..	..	..	..	..	45	..	

"E" BLOCK.

Total number of estates, 156.
Total number of plots, 144,000.
Total number of interests, 26,500
Total area, 219 square miles.
Number of plots per square mile, 767.

Months.	Kishwar.	Khanapuri.	Bujharat.	Attestation.	Objection.	Final Jamb.	16" map.	Preliminary rate report.		Publication under section 3974.	Disposal of objections.	Fair rent attestation.	Publication of rent-roll.	Disposal of objections under section 104E.	Appeal under section 104G.	Submission of Confirmation Report.	Final confirmation of rent-roll.	Printing of record.	Final publication.	Distribution of records.	Handing over.	Remarks.
								Submitted.	Approved.													
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
1937.																						
October ..	5	..	19	..	20	10	10	10	..	..	..	..	..	..	..	..	..	..	..	..	15	
November..	10	..	20	..	20	20	20	20	10	10	..	..	..	..	..	..	..	..	..	..	30	
December ..	15	15	30	..	..	20	30	30	20	20	10	..	..	..	..	..	..	..	..	..	..	
1938.																						
January ..	..	15	30	..	..	30	30	20	30	30	20	10	..	..	..	..	..	..	..	..		
February ..	..	..	30	..	..	..	..	..	20	20	30	20	10	..	..	..	..	..	..	..	..	
March ..	..	..	30	..	..	..	..	..	..	..	20	30	20	10	..	..	..	..	..	..	..	
April ..	..	..	30	..	..	..	..	..	..	..	..	20	30	20	..	..	..	..	..	..	..	
May ..	..	..	30	..	..	..	..	..	..	..	..	..	20	30	..	..	..	..	..	..	..	
June ..	..	..	..	45	..	..	..	..	..	..	..	..	..	20	30	..	..	..	..	..	..	
July ..	..	..	..	55	..	..	..	..	..	..	..	..	..	..	30	30	..	..	..	..	..	
August ..	..	..	..	59	..	..	..	..	..	..	..	..	..	..	20	30	30	..	..	..	..	
September	..	..	..	60	..	..	..	..	..	..	..	..	..	..	..	20	20	20	..	..	..	

Months.	Khewat.	Khanapuri.	Bujharat.	Attestation.	Objection.	Final Jamab.	16" map.	Preliminary rate report. Submitted.	Preliminary rate report. Approved.	Publication under section 87-A.	Disposal of objections.	Fair rent attestation.	Publication of rent-roll.	Disposal of objections under section 104-B.	Appeal under section 104-G.	Submission of Confirmation Report.	Final confirmation of rent-roll.	Printing of record.	Final publication.	Distribution of records.	Handing over.	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
1938.																						
October ..	..	..	..	..	40	10	..	..	..	..	..	..	..	..	..	..	20	20	..	..	..	
November..	..	..	..	..	79	40	40	40	..	..	..	..	..	..	..	..	10	20	20	..	..	
December..	..	..	..	..	100	60	79	79	40	40	..	..	..	..	..	..	..	100	20	20	..	
1939.																						
January ..	..	..	..	..	..	100	100	100	79	79	40	..	..	..	..	..	..	..	20	20	40	
February ..	..	..	..	..	..	..	..	..	100	100	79	40	40	..	..	..	..	..	..	20	40	
March ..	..	..	..	..	..	..	..	..	..	..	100	79	79	40	..	..	..	..	..	..	..	
April ..	..	..	..	..	..	..	..	..	..	..	..	100	100	79	..	..	..	..	..	..	..	
May ..	..	..	..	..	..	..	..	..	..		..	..	..	100	40	..	..	..	..	..	..	
June ..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	79	40	..	..	..	..	..	
July ..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	100	79	..	..	..	..	..	
August ..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	100	40	..	..	..	..	
September	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	79	40	..	..	..	

1939-40.

Months.	Khirwar.	Khanapuri.	Bujharat.	Attestation.	Objection.	Final Jamb.	16" map.	Preliminary rate report.		Publication under section 837A.	Disposal of objections.	Fair rent attestation.	Publication of rent-roll.	Disposal of objections under section 1041E.	Appeal under section 1046.	Submission of Confirmation Report.	Final confirmation of rent-roll.	Printing of record.	Final publication.	Distribution of records.	Handing over.	Remarks.
								Submitted.	Approved.													
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
1939.																						
October ..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	100	79	40	..	..	
November..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	100	79	40	..	
December..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	100	79	40	
1940.																						
January ..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	100	79	
February ..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	100	
March ..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	
April ..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	
May ..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	
June ..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	
July ..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	
August ..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	
September	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	

APPENDIX T (Ib).

Sample estimate of a Minor Operation (Land Revenue Settlement) with a programme in 5 blocks [vide Appendix T (1a).]
District.....

Head of charges.	For financial years.							Total.
	1933-34.	1934-35.	1935-36.	1936-37.	1937-38.	1938-39.	1939-40.	
1	2	3	4	5	6	7	8	9
Salaries.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Settlement Officer	450	2,880	6,475	10,355	13,980	14,400	8,400	56,940
Assistant Settlement Officer (including special pay) ..	2,050	5,400	5,450	6,000	6,050	6,600	6,650	38,200
Establishment.								
Office establishment ..	905	2,392	2,810	3,229	3,600	3,600	2,750	19,286
Executive subordinates ..	5,360	13,374	18,955	15,123	28,360	22,850	4,820	1,08,842
Allowances, honoraria, etc.								
Travelling allowance ..	3,800	8,060	8,460	8,060	9,410	7,900	3,390	49,080
House-rent and other allowances.								
Remuneration to copyists ..	50	50	50	50	50	50	50	350
Supplies and services.								
Job and contract ..	4,650	15,492	22,113	15,868	23,466	25,404	12,452	1,19,445
Purchase of tents and stores ..	500	..	..	..	..	..	..	500
Other charges	500	175	350	225	..	300	1,200	2,750
Contingencies.								
Rents, rates and taxes ..	500	1,200	1,200	1,200	1,200	1,200	1,200	7,700
Office expenses and miscellaneous	3,600	4,200	4,100	4,100	6,400	4,000	2,000	28,400
Purchase of books	50	50	25	25	25	25	25	225
Total of Direct expenditure ..	22,415	53,273	69,988	64,235	92,541	86,329	42,937	4,31,718
Total of Indirect expenditure ..	3,500	6,110	5,560	5,375	10,600	9,365	..	40,510
Grand Total	25,915	59,383	75,548	69,610	1,03,141	95,694	42,937	4,72,228

Branch of work.	Item of expenditure.	Period of employment.	Rate of pay or monthly contract.	Financial years.							Total.	Remarks.
				1933-34.	1934-35.	1935-36.	1936-37.	1937-38.	1938-39.	1939-40.		
1	2	3	4	5	6	7	8	9	10	11	12	13
				Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
All Branches ..	Share of the pay of Settlement Officer.	October 1933 to September 1934.	1/24 at Rs. 90 per mensem.	450	630	..	..	..	..	..	..	Salaries.
		October 1934 to September 1935.	5/24 at Rs. 450 per mensem.	..	2,250	3,150	..	..	..	..	..	The share of the Settlement Officer's salary is dependent on the total operations under his charge and the proportion is to be fixed by Director of Land Records.
		October 1935 to September 1936.	7/24 at Rs. 665 per mensem.	..	..	3,325	4,655	..	..	..	..	
		October 1936 to September 1937.	¼ at Rs. 1,140 ..	..	....	..	5,700	7,980	..	..	..	
		October 1937 to September 1938.	¼ at Rs. 1,200 ..	..	..	..	..	6,000	8400	..	..	
		October 1938 to September 1939.	¼ of Rs. 1,200 ..	..	..	..	..	..	6,000	8,400	..	
	Pay of Assistant Settlement Officer-in-charge.	October 1933 to January 1934.	At Rs. 400 ..	1,600	..	..	..	..	..	..	..	Salaries.
		February 1934 to September 1934.	At Rs. 450 ..	450	3,150	..	..	..	..	..	..	
		October 1934 to September 1935.	At Rs. 450 ..	..	2,250	3,150	..	..	..	..	..	
		October 1935 to January 1936.	At Rs. 450 ..	..	..	1,800	..	..	..	..	..	
		February 1936 to September 1936.	At Rs. 500 ..	..	..	500	3,500	..	..	..	..	
		October 1936 to September 1937.	At Rs. 500 ..	..	..	..	2,500	3,500	..	..	..	
		October 1937 to January 1938.	At Rs. 500 ..	..	..	..	..	2,000	..	..	..	
		February 1938 to September 1938.	At Rs. 550 ..	..	..	..	..	550	3,850	..	..	
		October 1938 to September 1939.	At Rs. 550 ..	..	..	..	..	..	2,750	3,850	..	

Branch of work.	Item of expenditure.	Period of employment.	Rate of pay or monthly contract.	Financial years.						Total.	Remarks.
				1933-34.	1934-35.	1935-36.	1936-37.	1937-38.	1938-39.	1939-40.	
1	2	3	4	5	6	7	8	9	10	11	12	13
				Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
		October 1939 to January 1940.	At Rs. 550 ..	..	..	..	..	..	..	2,200	..	
		February 1940 ..	At Rs. 600 ..	..	..	..	..	..	..	600	..	
	Head Clerk, Accountant and Cashier.	October 1933 to February 1940.	At Rs. 50 ..	250	600	600	600	600	600	600	..	Establishment—Office establishment.
	Typist and Despatcher.	October 1933 to September 1939.	At Rs. 40 ..	200	480	480	480	480	480	280	..	Establishment—Office establishment.
	Nazir and office Assistant.	August 1933 to February 1940	At Rs. 40 ..	280	480	480	480	480	480	480	..	Supplies and services—Job work.
	Office peon (Nezarat).	August and September 1933	1 at Rs. 15 ..	30	..	..	..	..	..	..	..	Ditto.
	Special clerk ..	October 1933 to February 1940.	At Rs. 40 ..	200	480	480	480	480	480	480	..	Ditto.
	Share of the pay of Technical Adviser.	October 1933 to September 1934.	1/24 at Rs. 13 ..	50	24	..	..	..	..	..	..	Executive subordinates.
		October 1934 to September 1935.	5/24 at Rs. 60 ..	..	300	420	..	..	..	..	..	
		October 1935 to September 1936.	7/24 at Rs. 84 ..	..	..	420	588	..	..	..	..	
		October 1936 to September 1937.	1/2 at Rs. 140 ..	..	..	..	700	980	..	..	..	
		October 1937 to September 1938.	1/2 at Rs. 140 ..	..	..	..	..	700	980	..	..	
		October 1938 to September 1939.	1/2 at Rs. 140 ..	..	..	..	..	..	700	980	..	

Branch of work.	Item of expenditure.	Period of employment.	Rate of pay or monthly contract.	Financial years.							Total.	Remarks.
				1933-34.	1934-35.	1935-36.	1936-37.	1937-38.	1938-39.	1939-40.		
1	2	3	4	5	6	7	8	9	10	11	12	13
				Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
All Branches—*contd.*	Share of the pay of Revenue Officer at Central Office headquarters.	October 1933 to September 1934.	1/24 at Rs. 10 ..	50	70	..	..	..	..	..	..	Executive subordinates.
		October 1934 to September 1935.	5/24 at Rs. 50 ..	..	250	350	..	..	..	..	..	
		October 1935 to September 1936.	7/24 at Rs. 70 ..	..	..	350	490	..	..	..	..	
		October 1936 to September 1937.	½ at Rs. 120 ..	..	..	..	600	840	..	..	..	
		October 1937 to September 1938.	½ at Rs. 120 ..	..	..	..	..	600	840	..	..	
		October 1938 to September 1939.	½ at Rs. 120 ..	..	..	..	..	..	600	840	..	
	Share of the pay of Central Office establishment.	October 1933 to September 1934.	1/24 at Rs. 11 ..	55	77	..	..	..	..	..	..	Establishment—Office establishment.
		October 1934 to September 1935.	5/24 at Rs. 55 ..	..	275	385	..	..	..	..	..	
		October 1935 to September 1936.	7/24 at Rs. 77 ..	..	..	385	539	..	..	..	..	
		October 1936 to September 1937.	½ at Rs. 130 ..	..	..	..	650	910	..	..	..	
		October 1937 to September 1938.	½ at Rs. 130 ..	..	..	..	..	650	910	..	..	
		October 1938 to September 1939.	½ at Rs. 130 ..	..	..	..	..	..	650	910	..	
	Share of the pay of Central Office job work.	October 1933 to September 1934.	1/24 at Rs. 7 ..	35	49	..	..	..	..	..	..	Supplies and service—Job work.
		October 1934 to September 1935.	5/24 at Rs. 32 ..	..	160	224	..	..	..	..	..	
		October 1935 to September 1936.	7/24 at Rs. 45 ..	..	..	225	315	..	..	..	..	

Branch of work.	Item of expenditure.	Period of employment.	Rate of pay or monthly contracts.	Financial years.							Total.	Remarks.
				1933-34.	1934-35.	1935-36.	1936-37.	1937-38.	1938-39.	1939-40.		
1	2	3	4	5	6	7	8	9	10	11	12	13
				Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
All Branches ..		October 1936 to September 1937.	½ at Rs. 75 ..	..	..	..	375	525	..	..	..	
		October 1937 to September 1938.	1[2 at Rs. 75 ..	..	..	..	..	375	525	..	..	
		October 1936 to September 1939.	1[2 at Rs. 75 ..	..	..	..	..	..	375	525	..	
	Headquarters peons.	October 1933 to February 1940.	2 at Rs. 15 ..	150	360	360	360	360	360	360	..	Supplies and services—Job work.
	Office guard ..	August 1933 to February 1940	1 at Rs. 15 ..	105	189	180	180	180	180	180	..	Ditto.
	Orderlies of Assistant Settlement Officer-in-charge.	October 1933 to February 1940.	2 at Rs. 15 ..	150	360	360	360	360	360	360	..	Ditto.
	Rents, rates and taxes.	October 1933 to February 1940.	At Rs. 100 per mensem.	500	1,200	1,200	1,200	1,200	1,200	1,200	..	Contingencies—Rents rates and taxes.
	Office expenses and miscellaneous.	October 1933 to February 1940.	....	3,000	4,000	4,000	6,000	2,000	4,000	4,000	..	Contingencies—Office expenses and miscellaneous.
	Purchase of furniture.	....	....	600	200	100	100	400	..	..	..	Ditto.
	Purchase of survey instruments.	....	....	500	..	..	..	..	..	..	..	Purchase of tents and stores.
	Purchase of books	....	....	..	50	25	25	25	25	25	..	Purchase of books.
	Remuneration to copyists.	....	..	50	50	50	50	50	50	50	..	Allowances, honoraria, etc.—Remuneration to copyists.

Branch of work.	Item of expenditure.	Period of employment.	Rate of pay or monthly contracts.	Financial years.							Total.	Remarks.
				1933-34.	1934-35.	1935-36.	1936-37.	1937-38.	1938-39.	1939-40.		
1	2	3	4	5	6	7	8	9	10	11	12	13
All Branches—*contd.*	Travelling allowances:—			Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
	Of Settlement Officer.	October 1933 to September 1939.	At Rs. 250 per mensem.	1,250	3,000	3,000	3,000	3,000	3,000	1,750	..	Travelling allowances.
	Of Assistant Settlement Officer-in-charge.	October 1933 to September 1939.	At Rs. 200 per mensem.	1,000	2,400	2,400	2,400	2,400	2,400	1,400	..	Ditto.
	Of Technical Adviser.	October 1933 to March 1934	At Rs. 80 per mensem.	400	80	..	..	..	..	..	..	Ditto.
		October 1934 to May 1935 ..	....	..	400	240	..	..	..	..	..	
		October 1935 to March 1935	....	..	..	400	80	..	..	..	..	
		October 1936 to May 1937 ..	....	..	..	..	400	240	..	..	..	
		October 1937 to June 1938	....	..	..	..	..	400	320	..	..	
	Joining travelling allowance of establishment.	....	....	100	..	..	..	..	..	..	..	Travelling allowances.
	Joining travelling allowance of Kanungos,	....	....	400	600	400	600	400	..	..	..	Travelling allowances.
	Travelling allowances of Kanungos.	....	....	150	150	..	..	..	..	..	..	
		....	....	..	250	250	..	..	..	..	..	
		....	....	..	..	150	150	..	..	..	..	
		....	....	..	..	..	250	250	..	..	..	
		....	....	..	..	..	..	400	400	..	..	

Branch of work.	Item of expenditure.	Period of employment.	Rate of pay or monthly contract.	Financial years.						Total.	Remarks.
				1933-34.	1934-35.	1935-36.	1936-37.	1937-38.	1938-39.	1939-40.	
1	2	3	4	5	6	7	8	9	10	11	12	13
				Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
All Branches—*contd.*	Pony allowance of Kanungos.	October 1933 to February 1940.	1 at Rs. 20 ..	100	240	240	240	240	240	240	..	Travelling allowances.
		October 1933 to May 1934 ..	4 at Rs. 20 ..	400	240	..	..	..	..	..	..	
		October 1934 to May 1936 ..	4 at Rs. 20 ..	..	400	960	240	..	..	..	..	
		October 1934 to September 1935.	3 at Rs. 20 ..	..	300	420	..	..	..	..	..	
		October 1936 to September 1936.	7 at Rs. 20 ..	..	..	..	700	1,680	980	..	..	
		October 1937 to September 1938.	4 at Rs. 20 ..	..	..	..	..	400	560	..	..	
	Purchasing of a touring boat and repairs.	....	....	500	..	..	50	..	..	..	..	Other charges.
	Boatmen ..	October 1933 to February 1940.	At Rs. 45 per mensem.	225	540	540	540	540	540	540	..	Job and contract.
Cadastral up to Bujharat including Jauch.	Kistwar ..	....	....	800	800	800	800	2,400	..	..	..	Job and contract.
	Khanapuri ..	....	....	250	250	250	250	750	..	..	..	Job and contract.
	Kanungos ..	October 1933 to February 1934.	5 at Rs. 210 ..	5,250	..	..	..	..	..	..	..	Executive Subordinates.
		October 1934 to March 1935	8 at Rs. 215 ..	..	8,600	1,720	..	..	..	..	..	
		October 1935 to February 1936.	5 at Rs. 215 ..	..	..	5,375	..	..	..	..	..	
		October 1936 to April 1937 ..	8 at Rs. 215 ..	..	..	..	8,600	2,440	..	..	..	
		October 1937 to May 1938 ..	12 at Rs. 220 ..	..	..	..	..	13,200	7,920	..	..	

Branch of work.	Item of expenditure.	Period of employment.	Rate of pay or monthly contract.	Financial years.							Total.	Remarks.
				1933-34.	1934-35.	1935-36.	1936-37.	1937-38.	1938-39.	1939-40.		
1	2	3	4	5	6	7	8	9	10	11	12	13
				Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
	Badar Amins ..	October 1933 to February 1934	5 at Rs. 40 ..	1,000	..	..	..	..	..	..	..	Job and contract.
		October 1934 to March 1935	8 at Rs. 40 ..	..	1,600	320	..	..	..	..	..	
		October 1935 to February 1936.	5 at Rs. 40 ..	..	..	1,000	..	..	..	..	..	
		October 1936 to April 1937	8 at Rs. 40 ..	..	..	..	1,600	640	..	..	..	
		October 1937 to May 1938 ..	12 at Rs. 40 ..	..	..	..	..	2,400	1,440	..	..	
	Cooly peons ..	October 1933 to February 1934	10 at Rs. 12 ..	600	..	..	..	..	..	..	..	Job and contract.
		October 1934 to March 1935	16 at Rs. 12 ..	..	960	192	..	..	..	..	..	
		October 1935 to February 1936.	10 at Rs. 12 ..	..	..	600	..	..	..	..	..	
		October 1936 to April 1937	18 at Rs. 12 ..	..	..	..	960	384	..	..	..	
		October 1937 to May 1938 ..	24 at Rs. 12 ..	..	..	..	..	1,440	864	..	..	
Cadastral up to Bujharat including Janch.	Orderlies ..	October 1933 to February 1934.	5 at Rs. 12 ..	300	..	..	..	..	..	..	..	Job and contract.
		October 1934 to March 1935	8 at Rs. 12 ..	..	480	96	..	..	..	..	..	
		October 1935 to February 1936.	5 at Rs. 12 ..	..	..	300	..	..	..	..	..	
		October 1936 to April 1937	8 at Rs. 12 ..	..	..	..	480	192	..	..	..	
		October 1937 to May 1938 ..	12 at Rs. 12 ..	..	..	..	..	720	432	..	..	
Attestation including draft publication.	Revenue Officers	March to May 1934 ..	5 at Rs. 210 ..	..	3,150	..	..	..	..	..	..	Executive subordinates.
		April to July 1935 ..	8 at Rs. 215 ..	..	..	6,880	..	..	..	..	..	
		March to May 1936 ..	5 at Rs. 215 ..	..	..	..	3,225	..	..	..	..	
		May to August 1937 ..	8 at Rs. 215 ..	..	..	..	..	6,880	..	..	..	
		June to September 1938 ..	12 at Rs. 220 ..	..	..	..	..	..	10,560	..	..	

Branch of work.	Item of expenditure.	Period of employment.	Rate of pay or monthly contract.	Financial years.							Total.	Remarks.
				1933-34.	1934-35.	1935-36.	1936-37.	1937-38.	1938-39.	1939-40.		
1	2	3	4	5	6	7	8	9	10	11	12	13
				Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
	Peshkars ..	March to May 1934 ..	5 at Rs. 45 ..	..	675	..	..	..	..	..	..	Job and contract.
		April to July 1935 ..	8 at Rs. 45 ..	..	..	1,440	..	..	..	..	..	
		March to May 1936 ..	5 at Rs. 45 ..	..	..	..	675	..	..	..	..	
		May to August 1937 ..	8 at Rs. 45 ..	..	..	..	..	1,440	..	..	..	
		June to September 1938 ..	12 at Rs. 45 ..	..	..	..	..	..	2,160	..	..	
Attestation including draft publication.	Sadar Amins ..	March to May 1934 ..	5 at Rs 40 ..	..	600	..	..	..	..	..	..	Job and contract.
		April to July 1935 ..	8 at Rs. 40 ..	..	..	1,280	..	..	..	..	..	
		March to May 1936 ..	5 at Rs. 40 ..	..	..	..	600	..	..	..	..	
		May to August 1937 ..	8 at Rs. 40 ..	..	..	..	..	1,280	..	..	..	
		June to September 1938 ..	12 at Rs. 40 ..	..	..	..	..	..	1,920	..	..	
	Muharrirs ..	March to May 1934 ..	5 at Rs. 30 ..	..	450	..	..	..	..	..	..	Job and contract.
		April to July 1935 ..	8 at Rs. 30 ..	..	..	960	..	..	..	..	..	
		March to May 1936 ..	5 at Rs. 30 ..	..	..	..	450	..	..	..	..	
		May to August 1937 ..	8 at Rs. 30 ..	..	..	..	..	960	..	..	..	
		June to September 1938 ..	12 at Rs. 30 ..	..	..	..	..	..	1,440	..	..	
	Orderlies of Revenue Officers.	March to May 1934 ..	5 at Rs. 12 ..	..	180	..	..	..	..	..	..	Job and contract.
		April to July 1935 ..	8 at Rs. 12 ..	..	..	384	..	..	..	..	..	
		March to May 1936 ..	5 at Rs. 12 ..	..	..	..	180	..	..	..	..	
		May to August 1937 ..	8 at Rs. 12 ..	..	..	..	..	384	..	..	..	
		June to September 1938 ..	12 at Rs. 12 ..	..	..	..	..	..	576	..	..	

Branch of work.	Item of expenditure.	Period of employment.	Rate of pay or monthly contract.	Financial years.							Total.	Remarks.
				1933-34.	1934-35.	1935-36.	1936-37.	1937-38.	1938-39.	1939-40.		
1	2	3	4	5	6	7	8	9	10	11	12	13
				Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
Attestation including draft publication—*concld.*	Peons ..	March to May 1934 ..	15 at Rs. 15 ..	..	675	..	..	..	..	..	..	Job and contract.,
		April to July 1935 ..	24 at Rs. 15 ..	..	..	1,440	..	..	..	..	..	
		March to May 1936 ..	15 at Rs. 15 ..	..	..	..	675	..	..	..	..	
		May to August 1937 ..	24 at Rs. 15 ..	..	..	..	..	1,440	..	..	..	
		June to September 1938 ..	36 at Rs. 15 ..	..	..	..	..	..	2,160	..	..	
	Rent-roll writers	March to May 1934 ..	5 at Rs. 30 ..	..	450	..	..	..	..	..	..	Job and contract.
		April to July 1935 ..	8 at Rs. 30 ..	..	..	960	..	..	..	..	..	
		March to May 1936 ..	5 at Rs. 30 ..	..	..	..	450	..	..	..	..	
		May to August 1937 ..	8 at Rs. 30 ..	..	..	..	..	960	..	..	..	
		June to September 1938 ..	12 at Rs. 30 ..	..	..	..	..	..	1,440	..	..	
	Milan Khasra and other statistics.	May 1934	....	..	90	180	95	165	370	..	..	Job and contract.
		April to July 1935 ..	....	..	..	..	..	..	..	..	..	
		May 1936	....	..	..	..	..	..	..	..	..	
		May to August 1937 ..	....	..	..	..	..	..	..	..	..	
		June to September 1938 ..	....	..	..	..	..	..	..	..	..	
Objections ..	Peshkars ..	May and June 1934 ..	1 at Rs. 45	..	90	..	..	..	..	..	..	
		July and August 1935 ..	1 at Rs. 45 ..	..	..	90	..	..	..	..	..	Job and contract.
		May and June 1936 ..	1 at Rs. 45 ..	..	..	..	90	..	..	..	..	
		August to October 1937 ..	1 at Rs. 45 ..	..	..	..	..	135	..	..	..	
		October to December 1938 ..	1 at Rs. 45 ..	..	..	..	..	..	135	..	..	

Branch of work.	Item of expenditure.	Period of employment.	Rate of pay or monthly contract.	Financial years.						Total.	Remarks.
				1933-34.	1934-35.	1935-36.	1936-37.	1937-38.	1938-39.	1939-40.	
1	2	3	4	5	6	7	8	9	10	11	12	13
				Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
	Bader Amins ..	May and June 1934 ..	2 at Rs. 40 ..	..	160	..	..	..	..	..	..	Job and contract.
		July and August 1935 ..	2 at Rs. 40 ..	..	..	160	..	..	..	..	..	
		May and June 1936 ..	2 at Rs 40 ..	..	..	..	160	..	..	..	..	
		August to October 1937 ..	2 at Rs. 40 ..	..	..	..	..	240	..	..	..	
		October to December 1938	2 at Rs. 40. ..	..	..	..	..	..	240	..	..	
	Peons ..	May and June 1934 ..	2 at Rs. 15 ..	..	60	..	..	..	..	..	..	Job and contract.
		July and August 1935 ..	2 at Rs. 15 ..	..	..	60	..	..	..	..	..	
		May and June 1936 ..	2 at Rs. 15 ..	..	..	..	60	..	..	..	..	
		August to October 1937 ..	2 at Rs. 15 ..	..	..	..	..	90	..	..	..	
		October to December 1938	2 at Rs. 15 ..	..	..	..	..	..	90	..	..	
Final Jamab ..	Revenue Officers	June and July 1934 ..	1 at Rs. 230 ..	..	460	..	..	..	..	..	..	Executive subordinates
		August and September 1935	8 at Rs. 215 ..	..	..	3,440	..	..	..	..	..	
		June and July 1936 ..	1 at Rs. 230 ..	..	..	..	460	..	..	..	..	
		September 1937 ..	8 at Rs. 215 ..	..	..	..	..	1,720	..	..	..	
		October 1938 to February 1939	1 at Rs. 250 ..	..	..	..	..	..	1,250	....	..	
	Orderlies of Revenue Officers.	June and July 1934 ..	1 at Rs. 12 ..	..	24	..	..	..	..	..	..	Job and contract.
		August and September 1935	8 at Rs. 12 ..	..	..	192	..	..	..	..	..	
		June and July 1936 ..	1 at Rs. 12 ..	..	..	..	24	..	..	..	..	
		September 1937 ..	8 at Rs. 12 ..	..	..	..	..	96	..	..	..	
		October 1938 to February 1939	1 at Rs. 12 ..	..	..	..	..	..	60	..	..	

Branch of work.	Item of expenditure.	Period of employment.	Rate of pay or monthly contract.	Financial years.							Total.	Remarks.
				1933-34.	1934-35.	1935-36.	1936-37.	1937-38.	1938-39.	1939-40.		
1	2	3	4	5	6	7	8	9	10	11	12	13
				Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
	Peshkars ..	June and July 1934 ..	1 at Rs. 45 ..	..	90	..	..	..	..	..	..	Job and contract.
		August and September 1935	1 at Rs. 45	..	..	90	..	..	..	..	..	
		June and July 1936 ..	1 at Rs. 45 ..	..	..	..	90	..	..	..	..	
		September 1937 to February 1938.	1 at Rs. 45 ..	..	..	..	..	270	..	..	..	
		October 1938 to February 1939	1 at Rs. 45 ..	..	..	..	..	..	225	..	..	
	Mohurrirs ..	June and July 1934 ..	6 at Rs. 35 ..	..	420	..	..	..	..	..	..	Job and contract.
		August and September 1935	15 at Rs. 35 ..	..	..	1,050	..	..	..	..	..	
		June and July 1936 ..	6 at Rs. 35 ..	..	..	..	420	..	..	..	..	
		September 1937 to February 1938.	3 at Rs. 35 ..	..	..	..	..	630	..	..	..	
		October 1938 to February 1939	6 at Rs. 35 ..	..	..	..	..	..	1,050	..	..	
	Peons ..	June and July 1934 ..	1 at Rs. 15 ..	..	30	..	..	..	..	..	..	Job and contract.
		August and September 1935	2 at Rs. 15 ..	..	..	60	..	..	..	..	..	
		June and July 1936 ..	1 at Rs. 15	..	..	..	30	..	..	..	..	
		September 1937 to February 1938.	2 at Rs. 15 ..	..	..	..	..	180	..	..	..	
		October 1938 to February 1939	3 at Rs. 15 ..	..	..	..	..	..	225	..	..	
Mapping Work ..	Head Draftsman	October 1933 to September 1939.	1 at Rs. 50 ..	250	600	600	600	600	600	350	..	Job and contract.

No.	Branch of work.	Item of expenditure.	Period of employment.	Rate of pay or monthly contract.	Financial years.							Total.	Remarks.
					1933-34.	1934-35.	1935-36.	1936-37.	1937-38.	1938-39.	1939-40.		
1		2	3	4	5	6	7	8	9	10	11	12	13
					Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
		Other Draftsmen	June and July 1934 ..	4 at Rs. 40 ..	..	320	..	..	..	..	..	..	Job and contract.
			August and September 1935	4 at Rs. 40 ..	..	..	320	..	..	..	..	..	
			June and July 1936 ..	3 at Rs. 40 ..	..	..	..	240	..	..	..	..	
			October 1937 to February 1938.	2 at Rs. 40 ..	..	..	..	..	400	..	..	..	
			October 1938 to February 1939	5 at Rs. 40 ..	..	..	..	..	..	1,000	..	..	
	Mapping work—*concld.*	Peon ..	June and July 1934 ..	1 at Rs. 15 ..	..	30	..	..	..	..	..	..	Job and contract.
			August and September 1935	1 at Rs. 15 ..	..	..	30	..	..	..	..	..	
			June and July 1936 ..	1 at Rs. 15 ..	..	..	..	30	..	..	..	..	
			October 1937 to February 1938.	1 at Rs. 15 ..	..	..	..	..	75	..	..	..	
			October 1938 to February 1939.	1 at Rs. 15 ..	..	..	..	..	..	75	..	..	
	Jamabandi supervision at headquarters.	Revenue Officer	August and September 1934	1 at Rs. 230 ..	..	460	..	..	..	..	..	..	Executive subordinates.
			August and September 1936	1 at Rs. 230 ..	..	..	..	460	..	..	..	..	
			March 1939 to February 1940	1 at Rs. 250 ..	..	..	..	..	..	..	3,000	..	
		Orderly ..	August and September 1934	1 at Rs 12 ..	..	24	..	..	..	..	..	..	Job work.
			August and September 1936	1 at Rs. 12 ..	..	..	..	24	..	..	..	..	
			March 1939 to February 1940	1 at Rs. 12 ..	..	..	..	..	..	12	132	..	
		Pushkar ..	October 1933 to February 1940.	1 at Rs. 80 ..	400	960	960	960	960	960	960	..	[Establishment. Appointed by Director of Land Records' No. VI/203749, dated 14th March 1933.

Branch of work.	Item of expenditure.	Period of employment.	Rate of pay or monthly contracts.	Financial years.							Total.	Remarks.
				1933-34.	1934-35.	1935-36.	1936-37.	1937-38.	1938-39.	1939-40.		
1	2	3	4	5	6	7	8	9	10	11	12	13
				Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
Jamabandi supervision at headquarters—*concld.*	Muharrirs ..	July to September 1934 ..	2 at Rs. 40 ..	..	240	..	..	..	..	..	..	Job and contract.
		September to December 1935	3 at Rs. 40 ..	..	..	480	..	..	..	..	..	
		July to September 1936 ..	2 at Rs. 40 ..	..	..	..	240	..	..	..	..	
		October 1937 to March 1938	2 at Rs. 40 ..	..	..	..	..	400	80	..	..	
		October 1938 to April 1939	3 at Rs. 40 ..	..	..	..	..	..	600	240	..	
		May 1939 to September 1939	1 at Rs. 40 ..	..	..	..	..	..	..	200	..	
	Peons ..	July 1934 to February 1940	1 at Rs. 15 ..	..	120	180	180	180	180	180	..	Job and contract.
		July 1934 to September 1939	1 at Rs. 15 ..	..	120	180	180	180	180	105	..	
	Badar Amin ..	August and September 1934	1 at Rs. 40 ..	..	80	..	..	..	..	..	..	Job and contract.
		October to December 1935 ..	1 at Rs. 40 ..	..	..	120	..	..	..	..	..	
		October to December 1936 ..	1 at Rs. 40 ..	..	..	..	120	..	..	..	..	
		January to April 1938 ..	1 at Rs. 40 ..	..	..	..	..	80	80	..	..	
		December 1938 to May 1939	1 at Rs. 40 ..	..	..	..	..	..	120	120	..	
Initial recess and other job work.	Copying of last settlement khatians.	....	....	100	300	90	160	360	..	..	..	Job and contract.
	Parcha copying	....	....	75	175	70	125	275	..	..	..	Ditto.

Branch of work.	Item of expenditure.	Period of employment.	Rate of pay or monthly contracts.	Financial years.							Total.	Remarks.
				1933-34.	1934-35.	1935-36.	1936-37.	1937-38.	1938-39.	1939-40.		
1	2	3	4	5	6	7	8	9	10	11	12	13
				Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
Initial recess and other job work—*concld.*	Area extraction	....	....	80	40	40	40	120	..	..	..	Job and contract.
	Entering of area in records and parchas.	....	....	80	100	50	100	200	..	..	..	Ditto.
	Preparation of vandyke memorandum.	....	Rs. 50 per 20,000 plots.	..	50	100	50	100	250	..	..	Ditto.
Printing and binding.	Printing of records including final checking and sorting.	....	..	..	2,000	4,500	2,000	..	3,500	7,000	..	Ditto.
	Binding of records	....	....	..	175	350	175	..	300	1,200	..	Other charges.
Distribution of records.	Distribution of maps and records.	....	..	..	500	500	500	..	500	1,000	..	Job and contract.
Handing over records.	Handing over of records to Collector.	....	....	..	100	100	100	..	100	200	..	Ditto.

Indirect charges.

Details of charges.	Rate.	1933-34.	1934-35.	1935-36.	1936-37.	1937-38.	1938-39.	1939-40.	Total.
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Cost of traverse	Rs. 120 per sq. mile.	1,200	1,200	1,200	1,200	3,600	..	..	8,400
Cost of map reproduction ..	Rs. 35 per sq. mile.	..	2,310	2,660	1,575	2,800	7,965	..	17,310
Cost of forms and stationery ..	....	800	1,200	800	1,200	2,000	..	..	6,000
Price of press paper ..	....	..	400	900	400	700	1,400	..	3,800
Inter-settlement transfer on account of price of survey instruments, etc.	....	1,500	1,000	..	1,000	1,500	..	..	5,000
Total ..	....	3,500	6,110	5,560	5,375	10,600	9,365	..	40,510

APPENDIX T (IIa).

Sample estimate of cost for the maintenance of the records of an e
158A, Bengal Tenancy Act.

Total number of tenancies—5,000.

Area—20 square miles.

Total number of villages—50 in 3 thanas.

Estimate.

Direct charges—	Rs.	a.	p.
(1) Pay of one Revenue Officer for 1 month and 20 days at Rs. 250 per mensem	416	11	0
(2) Pay of one Peshkar for 1 month and 20 days at Rs. 40 per mensem	66	11	0
(3) Pay of one Badar Amin for 1 month and 20 days at Rs. 35 per mensem	58	5	0
(4) Pay of four process-servers and peons for 1 month and 20 days at Rs. 15 each per mensem	100	0	0
(5) Pay of one orderly for 1 month and 20 days at Rs. 14 per mensem	23	5	0
(6) Travelling allowance of the Maintenance Officer	350	0	0
(7) Office expenses and miscellaneous ..	250	0	0
(8) Price of supplying a certified copy of the maintained records	209	14	0
Total of direct charges	1,474	14	0
Indirect charges—			
(1) Leave and pension contribution of one Revenue Officer for 1 month and 20 days at Rs. 42-12 per mensem	71	4	0
(2) Share of control charges of the Director of Land Records, Bengal, at 5 per cent. of the direct charges	73	12	0
(3) Share of Collector's control charge at 5 per cent. of the direct charge	73	12	0
(4) Cost of forms and stationery to be supplied from the Collectorate stock at Rs.5 per square mile	100	0	0
Total of indirect charges	318	12	0
Grand Total	1,793	10	0

N.B.—(i) In case house accommodation of the Maintenance Officer and his staff is not supplied by the landlord, a provision at Rs. 30 per mensem is to be made under "Direct Charge".

(ii) No provision is made for furniture and instruments as the privileged landlord is expected to supply them.

APPENDIX T (IIb).

Sample estimate of direct cost including control charges for the maintenance of the records of an estate under section 158A, Bengal Tenancy Act according to Budget heads.

5.—Land Revenue—Survey and Settlement.

MAINTENANCE OPERATIONS.

Heads of charges.	Actuals 19 - . Amount.	Budget estimate, 19 - .		Revised estimate, 19 - .		Budget estimate, 19 - .	
		Voted.	Non-voted.	Voted.	Non-voted.	Voted.	Non-voted.
Pay of officers.							
Settlement Officers ..	..	..	..	..	..	..	..
Other gazetted officers ..	..	..	..	..	..	..	..
Total ..	..	..	..	..	..	..	..
Pay of establishment.							
Office establishment ..	..	..	..	..	..	..	..
Peons	..	..	..	..	..	..	..
Field establishment.							
Executive subordinates ..	283	..	..	..	..	..	..
Peons	..	..	..	..	..	..	..
Total ..	283	..	..	..	..	..	..
Allowances, honoraria, etc.							
Travelling allowance (V) ..	350	..	..	..	..	..	..
House-rent and other allowances.	..	..	..	..	..	..	..
Remuneration to copyists ..	..	..	..	..	..	..	..
Cost of passages granted under Superior Civil Service Rules, 1924.	..	..	..	..	..	..	..
Total ..	350	..	..	..	..	..	..
Supplies and services.							
Job-work	248	..	..	..	..	..	..
Purchase of tents, stores, etc.	..	..	..	..	..	..	..
Other charges	..	..	..	..	..	..	..
Customs duty on stores ..	..	..	..	..	..	..	..
Total ..	248	..	..	..	..	..	..
Contingencies.							
Rents, rates and taxes ..	..	..	..	..	..	..	..
Office expenses and miscellaneous.	460	..	..	..	..	..	..
Total ..	460	..	..	..	..	..	..
Grand Total ..	1,341	..	..	..	..	..	..
Add—Share of cost of the Director of Land Records' and Survey's office.	67	..	..	..	..	..	..
(1) Debitable to Minor Operations.	..	..	..	..	..	..	..
(2) Share of cost of Collector's office.	67	..	..	..	..	..	..
Charge on account of Major Settlement debitable to Minor	..	..	..	..	..	..	..
Net Total ..	1,475	..	..	..	..	..	..

NOTE.—1. This estimate must reach the Accountant-General by the 15th October.
2. A brief *explanation* of the reasons which have led to the adoption of the figures proposed for the Revised and Budget estimates should be given *in a separate sheet.*

APPENDIX U.

Rules for the calculation of leave and pension contribution.

1. Service in settlement is an addition to Regular Establishment the cost of which is recovered wholly or partly by Government from the persons for whose benefit the additional establishment is created (rule 127 of the Fundamental and Subsidiary Rules).

2. Contribution for leave and pension should be calculated and levied on the principles laid down in rule 127 read with rule 117 of the Fundamental and the Subsidiary Rules.

Leave and pension contribution in the case of Government servants, who were deputed to Settlement Department prior to the introduction of the rules in the Fundamental and the Subsidiary Rules and are still continuing on deputation with lien on their former permanent appointments, should continue to be levied under the rules in force at the time of their transfer (vide rule 107 of the Fundamental Rule).

3(*a*) Pay as defined by rule 9(*21*) of the Fundamental Rules includes settlement allowance also.

The average costs of the junior and senior scales of pay of the Indian Civil Service for the purpose of levy of contributions under Fundamental Rule 127 calculated in accordance with the Government of India, Finance Department, Resolution No. F. 81-R.-1-24, dated the 11th February 1929, incorporated in Appendix No. 27 of the Fundamental and Subsidiary Rules are noted below. The contribution for pension should be Rs. 313-5-4 being equivalent of £23½ at 1s. 6d. the rupee and that for leave salary is 15¼ per cent. of the average cost of the particular branch of the service to which an officer belongs. The special pay of Rs. 150 and Rs. 100 drawn by members of the Indian Civil Service as Settlement and Assistant Settlement Officers, respectively, should be added to the average cost in calculating the recoveries to be made under Fundamental Rule 127.

Indian Civil Service Senior Scale.

	Rs.
(1) Without overseas pay	... 1,785
(2) With rupee overseas pay	... 2,064
(3) With sterling overseas pay	... 2,158

Indian Civil Service Junior Scale.

(4) Without overseas pay	... 573
(5) With rupee overseas pay	... 723
(6) With sterling overseas pay	... 748

(*b*) Leave and pension contribution of the following officers of the Settlement Department shall be calculated at rates noted against each, irrespective of their pay, with effect from 1st March 1929. For periods prior to 1st April 1929, contribution of ¼th

should be calculated on the actual sanctioned salary, i.e., substantive pay plus settlement allowance—

	Per month. Rs.	A.
Deputy Collector	170	14
Munsifs	154	9
Sub-Deputy Collector	83	0
Sub-Deputy Collector (not receiving special pay of Rs. 50 a month)	72	1

(8) *Appendix "U", rule 3 (c), page 336.*—For the word "ministerial" *substitute* the word "clerical". F. S 47

may hold permanent appointment and

hold lien thereon, the contribution of ¼th should be calculated on

the pay of the temporary appointment in the Settlement Department.

(*d*) When kanungoes are lent for services under Court of Wards Estate, or in Native States, they are then on foreign service. Leaves and

36.—In paragraph (2) for the word "Crown" word

bec

th selected for promotion

calculated with reference to their length of service

n of their time scale of pay as laid down in paragraph 7(*a*)

vernment of India No. F-I-XI-R. I/29, dated the 17th May 29.

4. Leave and pension contribution is not leviable on allowances drawn during leave except in the case of an officer who takes privilege leave under the Civil Service Regulations and retain a duty lien on the appointment in the Settlement Department.

5. Leave allowances for which leave and pension contribution is calculated are borne by Government. They should, therefore, be excluded from the monthly financial statement submitted to the Accountant-General, Bengal, and from the annual apportionment statement.

APPENDIX V.

Inspection Questions for Collectorate Registers relating to Settlement.

(References are to the Survey and Settlement Manual, 1935, when no other Manual is specified.)

1. Is a list of all areas of which a record-of-rights under the Bengal Tenancy Act is under preparation or has been finally published, together with a set of thana maps showing the position of these areas maintained up to date in the form prescribed in Rule 486 of the Manual?

2. Are two lists, one of Government estates and other of temporarily-settled private estates, together with a set of thana maps showing their positions maintained up to date in the form prescribed in Rule 59 of the Manual?

REGISTER 1.

(Estates under Settlement.)

3. Have arrangements been made for the Settlement of all estates which are due for Settlement according to the lists mentioned in the last question?

4. Have notices under clause 6 of section 2 of Regulation VII of 1822 been duly served before proceedings for resettlement of land revenue have been begun (Rule 674 of the Manual)?

5. Are proceedings for the revision and assessment of land revenue preceded by operations under the Bengal Tenancy Act, and, if not, what are the reasons (Rule 5 of the Manual)?

6. Has sanction been received through the Directors of Land Records and Surveys for all Settlements in which any special establishment is employed?

7. In cases in which Settlement has been completed, have the assessment, area and term of Settlement been correctly recorded in Register 32 or Register 32 (*a*) and in the list of estates referred to in question 2, and where malikana has been allowed, has it been correctly entered in Register 65?

8. Have the orders contained in Confirmation Reports been correctly entered in Register 1?

REGISTER 67.

(Particulars of newly-formed islands.)

10. Are entries made in Register 67 as soon as possession is taken of a newly-formed island?

11. Is a formal proceeding recorded when possession is taken in accordance with Rule 646 of the Manual.

12. Is a formal proceeding recorded when the channel between the island and the mainland is found to be unfordable at all seasons of the year in accordance with Rule 647 of the Manual?

13. Are annual enquiries made and recorded as required by Rule 648 of the Manual?

14. Has every island been treated as an estate and entered in Register 32 as soon as any demand has been assessed whether in a grazing settlement or a regular settlement for cultivation?

REGISTER VII, BENGAL TENANCY ACT.

[*Applications to record particulars specified in section 102 (to make record-of-rights under section 101) whether made under section 103 or section 101 (2) (a).*]

15. Are applications promptly dealt with?

16. Is the amount deposited sufficient and, if not, what steps have been taken to secure a further deposit?

17. In cases in which settlement has been completed, have the accounts been finally adjusted, and, if not, what is the cause of delay?

18. Have the maps and records of all completed cases been deposited in the Record Room?

Register VIII, Bengal Tenancy Act.

(Applications for determination of proprietors' private land and orders thereon under section 118.)

19. Is the procedure in accordance with Chapter IV of the Rules under the Bengal Tenancy Act?

Boundary Marks.

20. Has the Collector received from the Settlement Officer a Register of Boundary and Special Marks in Forms 57 and special *mujmilis* (Rule 382 of the Manual)?

21. Have Dafadari Registers of Boundary and Special Marks in Form 58 been prepared in accordance with Rule 705 of the Manual?

22. Have boundary marks been made over to dafadars in accordance with Rule 706 of the Manual and have they given receipts for them?

23. Have copies of the Dafadari Register and of the mark maps ben distributed in accordance with Rule 710 of the Manual?

24. Has the Collector received any reports regarding damage or removal of marks and if so, have such reports been entered as cases in Munshikhana Register 8, and has a reference to the entry in Register 8 been made in the Remarks column of Register 5? (Rule 712 of the Manual)?

25. When it has been found that marks have disappeared or been damaged has proper action been taken to restore them in accordance with Rules 713-718 of the Manual?

Record-Room Questions.

1. Are all the Registers and records made over *to the Collector in accordance with the provisions of Chapter XIX, Part II, of the Settlement Manual in good order and properly catalogued and registered?

(The arrangement should be tested by asking for particular records and seeing how quickly they are found.)

**N.B.*—It is not so much the concern of the Collector to note if all the Registers prescribed in Chapter XIX have been handed over but to see if those handed over are intelligently kept and used.

2. Are the records properly bound and do they contain the certificates and seals prescribed in Rules 481 to 485 of the Manual?

3. Is the procedure laid down for the sale of printed records in Appendix W to the Survey and Settlement Manual followed? Is the cost properly calculated as laid down in Rule 6? Check some cases at random and note the result.

4. Are khatians sold for cash or court-fee stamps?

5. Are the majority of khatians issued on the day of application or are there unnecessary delays?

6. Whenever possible, are odd khatians sold from incomplete bundles in preference to breaking up a complete bundle?

7. Are the khatians sold noted in form No. 1 as also in the Mauzawar Register? Are daily totals regularly entered in the Stock Register?

8. Has the annual verification of stock been made and reported to the Director of Land Records, and Surveys as required By Rules 12 and 13, Appendix W?

9. Have the maps been kept and arranged as required by Rule 6 of Appendix O?

10. Are any application for khatians or maps being struck off on the ground that what the parties ask for are not available?

If so, are the reasons good? Is there justification for asking for reprints of any maps in accordance with Rule 5 of Appendix O?

11. Are prices realised according to the rates laid down in Rule 9, Appendix O? Check some of the cases and note result.

12. Has the stock of maps been verified at the end of last year (vide Rule 11, Appendix O) and found correct?

13. Is any use being made of the Statistical Registers, e.g., District Registers of Tenures, Milan Khasra? Can the Record-Keeper say if officers of any department have consulted any of these Registers or summaries?

14. To what officers have the latest editions of thana one-inch maps been issued and what officers are making use of the sets of four-inch maps?

15. Are any of the departments mentioned in Chapter IV, part IV, making special use of the settlement records?

16. Are the Collector's second copy and the Subdivisional Officer's copy of the record-of-rights kept in the same record room as the original record-of-rights? If so, could you suggest any other suitable place readily for one of those copies, where it would be more accessible to the Courts and officers? Are the maps in the pockets?

APPENDIX W.

Scope of rules.

Rules for the supply of printed saleable records from Collectorates and Settlement Offices.

1. These rules refer to the following classes of records:—

(1) printed khatians, and

(2) printed plot indexes.

Depots.

2. The main depôt for the sale and issue of these records will be the district headquarters.

Custody of records.

3. At the conclusion of settlement proceedings in any area or district, the surplus stock of saleable records will be made over to the Collector of the district and kept by the Collectorate record-keeper or by the special settlement record-keeper under the former's control. In the following rules the record-keeper is the record-keeper by whom the records are actually kept.

Arrangement of records.

4. The records should be kept in bundles, each bundle of printed khatians containing, so far as possible, a complete record of each village. There should ordinarily not be more than four bundles and the last bundle will contain the remaining khatians for that village. Records when required for issue should, so far as possible, be taken from the broken bundles and the complete bundles left tied up and sealed. When a khatian consists of separate sheets, the sheets should be tied or pinned together. Records should be arranged in order according to the jurisdiction number of the village. Plot indexes should be kept separate in bundles containing the plot indexes of several villages and similar rules followed. A list in Form I should be placed on every bundle and the instructions on that form carefully followed.

Supply of records.

5. Records will be supplied on the public service, without payment, under orders of the Collector on a requisition in Form 4, and to private applicants on application and payment. The record-keeper will keep a guard file of applications, chalans (where payment is made by chalans) and requisitions to support his register.

Cost of records and method of payment.

6. Applications can be made personally or by post to the Record-room Deputy Collector or to Settlement Offices after close

Correction Slip No. 32.

Calcutta, the 16th December 1937.

Appendix W, Rule 6, pages 341-342—

(i) *For* the word "order" wherever it occurs, *substitute* the word "application".

	Up to 100 khatians at 2 annas per khatian.					
	100 at 2 annas each	12	8	0		
	900 at 11 pies „	51	9	0		
	1,000	64	1	0		
For	1,000	64	1	0		
	2,000 at 8 pies each ..	83	5	4		
	3,000	147	6	4	Payable in court-fee stamps, except in recovery camps where the amount required may be paid either in stamps or in cash.	
For	3,000	147	6	4		
	2,000 at 6 pies each ..	62	8	0		
	5,000	209	14	4		
For	5,000 ..	209	14	4		
	3,000 at 5 pies each ..	78	2	0		
	8,000	288	0	8		
For	5,000	209	14	4		
	5,000 at 5 pies each	130	3	4		
	10,000	340	1	8		
	5,000	209	14	4		
	10,300 at 5 pies each ..	268	3	8		
	15,300	478	2	0		
	Above 15,300, 6 pies per khatian.					
	15,301	478	2	6		

If the order is for more than 100 khatians but less than 1,001 khatians, Rs. 12-8 will be charged for the first 100 and 11 pies each for the remainder. If the order is for more than 1,000 khatians but less than 3,001, Rs. 64-1 will be charged for the first 1,000 and 8 pies each for the remainder, and so on.

Annas 4 per printed sheet of copy of plot index.

(ii) *For* the first sentence in the last paragraph, *substitute* the following :—

"The reduced rates will apply to the number of khatians asked for in a single application, but khatians will also be supplied at these rates even when asked for in more than one application, provided (*a*) the applications are made by the same person and on the same date, and (*b*) the orders of the Record-Room Deputy Collector or the Headquarters Assistant Settlement Officer, as the case may be, are obtained in each case."

[illegible] as given [illegible]

Correction Slip No. 23.

Calcutta, the 6th April 1937.

Appendix "W", Rule 6 at page 342.—Before the words "copying fees"

Correction Slip No. 76.

Calcutta, the 30th January 1942.

Appendix "W", rule 6, page 342.—(*i*) In correction slip No. 23, dated the 6th April 1937, *delete* the words "are 100 khatians and upwards" and in their place *substitute by hand* the words "exceed 100 khatians."

(*ii*) At the end of the same correction slip *insert* the following sentence :—

"The first hundred khatians will be charged for at the ordinary rate of 2 annas each except when the records purchased are more than 10 years old. In the latter case the rate will be reduced by half although the records may not exceed 100 khatians."

Calcutta, the 14th April 1938.

1. *Appendix W, Rule 6, page 342.—Delete* the paragraph (*a*) against item "Certification fee" and *substitute* the following :—

The fees chargeable on certified copies [illegible] right of a [illegible]

Calcutta, the 11th February 1937.

Te

Correction Slip No. 17.

If

If

e

If

Rule 6 at page 342.—Add the following sentence just after the sentence—

"Broken part of an anna shall be charged as a full anna".

[illegible] (2U ... ... Rupee one annas eight.

2. In the first line of paragraph (*b*) *substitute* "the fee" in place of "Annas 8".

No searching fees or other fees are chargeable.

Method of payment by post.

7. When payment is made by post, the application may be accompanied by a remittance in money order in favour of the Collector for the whole cost. This will be at once converted into court-fee stamps.

Registers and verifications.

8. The record-keeper will keep one register (Form No. 2) in as many volumes as may be convenient, in which all transactions will be entered. A page will be kept for each mauza. The balance will be struck at the end of each financial year as well as after each transaction. The record-keeper will also keep a register of applications and requisitions (Form No. 3) which will be verified and initialled daily against the stamps filed on the applications and against the requisitions, by the Record-room Deputy Collector, who will at the same time cancel the applications by a stamp or otherwise. A stock register will be maintained in Form No. 5. This register will be totalled daily, monthly and yearly. A special court-fee register (Board's Form No. 58) relating to printed records will be maintained in the record-room.

Procedure for delivery.

9. Applicants for copies of printed copies will file applications in the prescribed form (Form No. 7), obtainable from the nazir or stamp vendors at one pice per sheet, stating what they require, bearing a 2-anna stamp for court-fee for application, before the Record-room Deputy Collector, who will be attended by the record-keeper, before noon. The record-keeper will give each application a number according to the register of applications (Form No. 3) and fill up the counterfoil, which, after being initialled by the Deputy Collector, will be handed to the applicant as a receipt. The applicant will be informed at what time he has to appear at the record-room. The applications will then be taken to the record-room and entered up in the register of such applications. The record-keeper will ascertain whether the required printed copies are in the record-room and, if so, will make the amount payable on the applications or report that no copy is available. He will inform the applicants and direct them to file the amount payable in stamps, which will be attached to the applications and treated in the prescribed manner. The record-keeper will then hand over to the applicants the required copies. These copies must be delivered the same day. If no copy is available, arrangements should be made for the supply of copies on printed forms, if available, or in manuscript in the ordinary manner.

At the close of each quarter all applications for copies of printed copies of khatians (Form No. 7) will be examined by the record-keeper with a view to ensure an agreement between the court-fee register and register 3 (Stamp Branch). The Deputy Collector in charge, after satisfying himself by an examination of these applications that the registers are correct, will direct the destruction of all application forms more than three months old.

NOTE.—Form No. 7 of application for copies referred to in this rule may be obtained by stamp vendors from Collectors' offices at the rate of 80 copies per rupee for retail to the public at 1 pice per sheet.

Notes and corrections.

10. If the applicant has paid the necessary certification fee, no copy can be granted without comparison by the record-keeper with the final record or without copies of all changes made under section 115B or notes made in consequence of case-work being entered in the printed copy. The record-keeper after he has had the copies of such notes or changes made and compared with the final record will certify both the printed copy to be a correct copy with the prescribed stamp, and the change or note also a correct copy of the change or note made in accordance with the law. Copyists can be employed for this purpose. In order to guard against unauthorised alterations in the final record, if there is a correction in the final record not supported by an order under section 115B, it should be compared against the list of authorised corrections in the final record.

Annual verifications of stock.

11. A gazetted officer will count the stock of records in hand the end of the year and verify the number with the registers. will satisfy himself that the proper number of khatians are the unsealed bundles, but he can accept the numbers of hatians shown in Form I in the sealed bundles, provided he has atisfied himself that they have not been tampered with. He will initial in the mauzawar register (Form No. 2) the balance

carried forward for each village, verify and initial the total number in the stock register (Form No. 5) and will report any deficiency in the number of records as shown in the register to the Collector, who will, after due enquiry, pass such orders as he may think fit. He will also check the total receipts in stamps according to register 3 against the court-fee register.

Annual report.

12. The Collector will annually submit to the Director of Land Records and Surveys, on the 15th April, a return, in Form 6. The return will bear the certificate of the gazetted officer who has verified the balance. The return will be entered as an Appendix in the Annual Report of the Director of Land Records and Surveys after verification of supply during the year by the Settlement Officer, when possible.

Settlement Office.

Inspection by Director of Land Records and Surveys, Bengal.

13. The Director of Land Records and Surveys may examine the stock of printed records in the Collectorate record-room and the working of these rules.

Application of rules.

14. Subject to the following, rules 4-12 will apply to Settlement Offices. The Assistant Settlement Officer, headquarters, takes the place of the Record-room Deputy Collector.

Reduced rates during settlement.

15. In Recovery Camps the price of a khatian is 1 anna and when records of whole village and estate are taken by landlords for *bonâ fide* purposes preferential rates may be allowed by the Settlement Officers with the approval of the Director of Land Records and Surveys.

Cost of printed copies how payable.

16. The cost of the printed copies, if paid at Sadar, must be paid in court-fee stamps; in recovery camps it may be paid in stamps or cash, but if paid in cash the money shall, as soon as possible, be converted into stamps.

Duties of English Office.

17. Applications, if not sent by post to the Settlement Officer, must be filed before the headquarters Assistant Settlement Officer and promptly registered in the register of applications (Form No. 3) kept in the English Office and adapted to show the different rates.

Procedure for delivery, etc.

18. The Assistant Settlement Officer, headquarters, will then send the applications to the record-keeper, who will ascertain the cost, note it on the applications, and inform the parties of the same. The parties will be handed the records on payment of the price in stamps. The application will then be returned to the English Office and the register of applications (Form No. 3) completed. If not returned, an explanation of the delay must be sent. The procedure for daily verification laid down in rule 8 will be followed with the addition that the headquarters Assistant Settlement Officer will check register 2 against the register of applications in respect of the daily transactions of each mauza and will initial it. He will also check it against the stock register (Form No. 5).

Maps.

19. Maps should be treated in Settlement Offices so far as possible in a similar manner, subject to the rules laid down by Government for the supply of maps for collectorate and subdivisional offices and an annual return submitted in accordance with those rules.

Bengal Executive Form No. 543 Z (100).

FORM No. 1. **Bundle No.**————

List of Khatians.

Thana *Thana number* *Name of village*

Total number of Khatians in bundle when counted—

Ditto *ditto* *on 1st April of each year—*

1919	*1920*	*1921*	*1922*	*1923*
1924	*1925*	*1926*	*1927*	*1928*
1929	*1930*	*1931*	*1932*	

0	50	0	50	0	50	0	50	0	50	0	50	0	50	0					
1	51	1	51	1	51	1	51	1	51	1	51	1	51	1					
2	52	2	52	2	52	2	52	2	52	2	52	2	52	2					
3	53	3	53	3	53	3	53	3	53	3	53	3	53	3					
4	54	4	54	4	54	4	54	4	54	4	54	4	54	4					
5	55	5	55	5	55	5	55	5	55	5	55	5	55	5					
6	56	6	56	6	56	6	56	6	56	6	56	6	56	6					
7	57	7	57	7	57	7	57	7	57	7	57	7	57	7					
8	58	8	58	8	58	8	58	8	58	8	58	8	58	8					
9	59	9	59	9	59	9	59	9	59	9	59	9	59	9					
10	60	10	60	10	60	10	60	10	60	10	60	10	60	10					
11	61	11	61	11	61	11	61	11	61	11	61	11	61	11					
12	62	12	62	12	62	12	62	12	62	12	62	12	62	12					
13	63	13	63	13	63	13	63	13	63	13	63	13	63	13					
14	64	14	64	14	64	14	64	14	64	14	64	14	64	14					
15	65	15	65	15	65	15	65	15	65	15	65	15	65	15					
16	66	16	66	16	66	16	66	16	66	16	66	16	66	16					
17	67	17	67	17	67	17	67	17	67	17	67	17	67	17					
18	68	18	68	18	68	18	68	18	68	18	68	18	68	18					
19	69	19	69	19	69	19	69	19	69	19	69	19	69	19					
20	70	20	70	20	70	20	70	20	70	20	70	20	70	20					
21	71	21	71	21	71	21	71	21	71	21	71	21	71	21					
22	72	22	72	22	72	22	72	22	72	22	72	22	72	22					
23	73	23	73	23	73	23	73	23	73	23	73	23	73	23					
24	74	24	74	24	74	24	74	24	74	24	74	24	74	24					
25	75	25	75	25	75	25	75	25	75	25	75	25	75	25					
26	76	26	76	26	76	26	76	26	76	26	76	26	76	26					
27	77	27	77	27	77	27	77	27	77	27	77	27	77	27					
28	78	28	78	28	78	28	78	28	78	28	78	28	78	28					
29	79	29	79	29	79	29	79	29	79	29	79	29	79	29					
30	80	30	80	30	80	30	80	30	80	30	80	30	80	30					
31	81	31	81	31	81	31	81	31	81	31	81	31	81	31					
32	82	32	82	32	82	32	82	32	82	32	82	32	82	32					
33	83	33	83	33	83	33	83	33	83	33	83	33	83	33					
34	84	34	84	34	84	34	84	34	84	34	84	34	84	34					
35	85	35	85	35	85	35	85	35	85	35	85	35	85	35					
36	86	36	86	36	86	36	86	36	86	36	86	36	86	36					
37	87	37	87	37	87	37	87	37	87	37	87	37	87	37					
38	88	38	88	38	88	38	88	38	88	38	88	38	88	38					
39	89	39	89	39	89	39	89	39	89	39	89	39	89	39					
40	90	40	90	40	90	40	90	40	90	40	90	40	90	40					
41	91	41	91	41	91	41	91	41	91	41	91	41	91	41					
42	92	42	92	42	92	42	92	42	92	42	92	42	92	42					
43	93	43	93	43	93	43	93	43	93	43	93	43	93	43					
44	94	44	94	44	94	44	94	44	94	44	94	44	94	44					
45	95	45	95	45	95	45	95	45	95	45	95	45	95	45					
46	96	46	96	46	96	46	96	46	96	46	96	46	96	46					
47	97	47	97	47	97	47	97	47	97	47	97	47	97	47					
48	98	48	98	48	98	48	98	48	98	48	98	48	98	48					
49	99	49	99	49	99	49	99	49	99	49	99	49	99	49					

N.B.—(1) Complete the figure 100, 150, etc., according to requirements.

(2) Separate columns can be used for different serials, for different classes of Khatians, or for additional copies.

In such cases the necessary explanatory entry should be made in the blank space provided above the column for this purpose.

(3) The blank columns can be used for additional copies of Khatians and additional numbers such as 31A, etc., an entry being made for each individual copy.

(4) Cross out all numbers not in the bundle and wherever issued.

(5) For "Plot Indexes" utilize the same form. The numbers will then represent "Purchettahs" and not "Khatian" numbers.

FORM No. 2.

Mauzawar Register for the issue of records.

Thana Mauza No.

Date.	Receipt.			Issue.							Balance after each transaction.		Remarks.
				Distribution free of cost.			Sale.						
	Source of supply.	Number of khatian.	Number of plot indexes.	Requisition number.	Number of khatians.	Number of plot indexes.	Application number.	Number of khatians.	Number of plot indexes.	Amount (only) for printed copies excluding amount received for copying notes, postage, etc.	Number of khatians.	Number of plot indexes.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14

FORM No. 2.

Register of applications and requisition for the supply of records.

Date of receipt of application.	Serial number.	Amount received for—					On public service—				Remarks.
		Khatians.	Plot indexes.	Copies of notes and corrections.	Packing and postage (including registration).	Certification fee.	Date of receipt of requisition.	Requisition number.	Number of—		
									Khatians.	Plot indexes.	
1	2	3	4	5	6	7	8	9	10	11	12

FORM No. 4.

Requisition for printed records.

Issue for the public service, free of charge, on presentation of this requisition the following records:—

Thana.	Name and number of mauza.	Description of records.	Number of—		Remarks.
			Khatians.	Plot indexes.	

Collector.

Received the records specified in the above list with the following exceptions:—

Signature.

The *19*

FORM No. 5.

Register of the total stock of records.

Date.	1st April 19 to 31st March 19						Date.	1st April 19 to 31st March 19					
	Khatians.			Plot indexes.				Khatians.			Plot indexes.		
	Received.	Issued.	Balance at the end of each day transactions.	Received.	Issued.	Balance at the end of each day's transactions.		Received.	Issued.	Balance at the end of each day's transactions.	Received.	Issued.	Balance at the end of each day's transactions.
1	2	3	4	5	6	7	1	2	3	4	5	6	7
	Opening balance			Opening balance				Opening balance			Opening balance		

[Due to the Director of Land Records and Surveys on 15th April.]

FORM No. 6.

Return of printed records in stock received and sold during the year 1st April to 31st March at

Particulars.	Number of records.	Receipts.	Remarks.
Khatians—			
Balance on 1st April.. ..	....	....	
Additions during the year ..	....	....	
Total ..	....	....	
Issues on public service ..	....	....	
Issues by sale	....	....	
Balance on 31st March ..	....	....	
Plot indexes—			
Balance on 1st April ..	....	....	
Additions during the year ..	....	....	
Total ..	....	....	
Issues on public service ..	....	....	
Issues by sale	....	....	
Balance on 31st March ..	....	....	

Forwarded to the Director of Land Records and Surveys, Bengal.

Signature of Verifying Officer.

FORM No. 7.

Form of application for copies of printed record-of-rights.

Counterfoil.

[To be handed over to applicant as a token of receipt of application for copies of record-of-rights, etc.]

To be filled up by the applicant.

1. Name of applicant

To be filled up by the record-keeper.

2. Serial number of application as entered in the Register of applications.

3. Date of receipt of application.

Initials of Record-room Deputy Collr., with date.

Serial number (as entered in the Register of applications) and date of receipt of application.	Name, residence, and postal address of applicant.	Specification of the records of which copy is required.	Cost.					Certification fee.	Initials of record-keeper.	Signature of officer receiving application.	Remarks.
			Khatians at annas 2 each.	Plot indexes at annas 4 each sheet.	Copies of notes and corrections at pies 6 for each copy of a note or correction. (*Vide* rule 6.)	Packing and postage charges (including registration charges) if records are to be sent by post, provided that if this fee is insufficient to cover such charges, the actual cost will be levied.	Total.				
1	2	3	4	5	6	7	8	9	10	11	12
			Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.				

N.B.—(1) Columns 2 and 3 will be filled up by applicant and columns 1 and 3 to 10 by the record-keeper.
(2) Payment will be made in court-fee stamps.

Rule 572.]

APPENDIX W (I).

Scale of establishment for taking over records, etc., by the Collectorate.

The following scale of outturn is adopted for the temporary establishment required for taking over records, etc., by the Collectorate (*vide* Rule 572) :—

	Outturn per diem per man.	From what budget cost to be made.
(1) Final records	75 volumes.	Collectorate.
(2) Collector's second copy (with map)	400 Ditto.	Ditto.
(3) Saleable records	4,500 copies.	Settlement.
(4) Copies for revisional settlement	5,500 Ditto.	Ditto.
(5) Maps	6,000 sheets.	Ditto.
(6) Mauza bundles	400 bundles.	Collectorate.
(7) Case-work records ..	75 cases (*not* tenancies).	Ditto.
(8) Records for sections 103A, 109C and 104E objections ..	1,000 cases.	Ditto.
(9) Other work, *e.g.*, making over of case work registers, statiscal registers, correspondence, account registers, etc.	One clerk for two months.	Ditto.

One duftry is employed for every five clerks.

APPENDIX X.

LIST OF FORMS.

		Page.
Form	1. Statement 1, I—Abstract Estimate of expenditure and recoveries ..	359
,,	2, ,, II—Details by budget heads for each financial year ..	360
,,	3, ,, III—Programme	361
,,	4, ,, IV—Details of Estimated Expenditure	362
,,	5, ,, V—Summary	363
,,	6—Budget Estimate of disbursements in Accountant-General, Bengal's Form	364
,,	7—Details of staff and establishment required during the financial year ..	365
,,	8—Details of job and contract charges during the financial year ..	366
,,	9—Monthly Progress Return	367
,,	10—Monthly Return of Certificate work	373
,,	11—Monthly Progress Return of Printing	374
,,	12—Appendix I to Annual Report showing progress of Survey and preparation of a Record-of-rights in the Presidency	375
,,	13—Appendix II to Annual Report showing general progress and cost in Survey and Settlement work during the settlement year (District operations)	376
,,	14—Appendix III to Annual Report—Return of disputes and inspection during the settlement year	379
,,	15—Appendix IV to Annual Report showing progress in revision of Land Revenue during the settlement year	380
,,	16—Appendix V to Annual Report—Return of rent settlement in areas not under revision of Land Revenue during the settlement year ..	381
,,	17—Appendix VI to Annual Report showing result of appeals during the settlement year	382
,,	18—Appendix VII to Annual Report showing nature and number of holdings for which final statistics have been completed in each settlement during the settlement year	383
,,	19—Appendix VIII to Annual Report showing progress in recovery of costs during the settlement year	384
,,	20—Appendix IX to Annual Report showing general progress and cost in Survey and Settlement work during the Settlement year (minor operations)	385
,,	20A—Appendix X to Annual Report showing progress and cost in maintenance operations during the Settlement year	386
,,	21—Appendix XI to Annual Report showing result of inspection of boundary marks during the financial year	387
,,	22—Form A—Proclamation	388
,,	23— ,, B—Special Notice under section 7 of the Survey Act ..	389
,,	24—Special Notice under section 9 of the Survey Act	389
,,	25—Summons under Code of Civil Procedure	390
,,	26—Cash Book	391
,,	27—Pass Book, Settlement Department	392
,,	28—Monthly Acquittance Roll of establishment	392
,,	29—Register of indirect and book-debit charges, Settlement Department ..	393
,,	30—Compilation Register of Court and Process-fees	394
,,	31—Register of Deposits and Recoveries	395
,,	32—Financial Return	396

		Page.
Form	33—Monthly detailed statement of expenditure, receipts and recoveries ..	398
,,	34—Statement of apportionment of cost	399
,,	35—Statement of expenditure on special work	400
,,	36—Monthly Progress Register (minor settlement operations)	401
,,	37—Monthly Detailed Distribution of expenditure (minor settlement operations)	402
,,	38—List of officers in Settlement Department required for further retention or reversion	404
,,	39—Application for copy	405
,,	40—Indent for tents	407
,,	41—Supplementary Indent for forms or stationery	408
,,	42—Amin's Receipt for Instruments, etc.	409
,,	43—Register of discrepancies in names of proprietors	410
,,	44—Notice for amalgamation proceedings under Government rule 52(2) of the Bengal Tenancy Act	411
,,	45—Register of Tauzi enquiries	412
,,	46—Register of security deposits of Inspectors and Amins	413
,,	47—Description and qualification of roll of Inspectors and Amins ..	413
,,	48—Record-room Register of Records	414
,,	49—Register of movement of papers in the Record-room	414
,,	50—Record-room Register of Registers	416
,,	51—Record-room Chalan Register	415
,,	52—Diary of Technical Adviser	416
,,	53—Special notice to proprietors and occupiers (where demarcation is required)	417
,,	54—Notice to Landlords and Tenants (where demarcations is not required) ..	417
,,	55—Amin's Diary	418
,,	56—Mark List or Register	420
,,	57—Register of Boundary and Special Marks	420
,,	58—Dafadari Register of Boundary and Special Marks	420
,,	59—Working Khatian	421
,,	60—Final Khatian	422
,,	61—Khasra	423
,,	62—Dispute List	424
,,	63—Agricultural Stock Statement	425
,,	64—Reference List of Notable Objects	426
,,	65—List of Lands in which the public have common rights and easements ..	426
,,	66—Tenure Tree	427
,,	67—Standard Tenure Tree	428
,,	68—Memo. of Local Nal	430
,,	69—Table of Transliteration	431
,,	70—Circle Officer's Diary	434
,,	71—Kistwar and Khanapuri Progress Return	435
,,	72—Officer's return of Kistwar and Khanapuri	436
,,	73—Bill Register—Cadastral Circle Camp	437
,,	74—Mauzawar Register oi work done	438
,,	75—Disbursement Certificate	439
,,	76—Register of Processes	440
,,	77—Daily Register of Court-fees realised in Revenue Courts	440
,,	78—Register of miscellaneous petitions	440

		Page
Form	79—Notice of local enquiry in village boundary disputes	441
,,	80—Boundary dispute case khasra	441
,,	81—Register of Boundary Disputes	442
,,	82—Fine Register	442
,,	83—Khatian Totals	443
,,	84—Register of corrections of khatian totals	443
,,	85—Register of corrections of maps	443
,,	86—Barat Register	444
,,	87—Thak Discrepancy Statement	444
,,	88—Register of lands belonging to Public Departments	445
,,	89—Kanungo's Bujharat Progress Register	446
,,	90—Officers' Return of Bujharat	447
,,	91—Field Area Statement—first, second, final	448
,,	92—Field Area Statement—Badar List	448
,,	93—Field Areas—First Totals	449
,,	94— Ditto —Second Totals	449
,,	95—Offset Form first and second working	450
,,	96—Final Offset Form	450
,,	97—Area Section General Register No. I	451
,,	98— Ditto Register of individual return of work, No. II	451
,,	99— Ditto Progress Register No. III	452
,,	100— Ditto Register No. IV (Pass-book)	452
,,	101—Estimator's Account Register No. V	452
,,	102—Progress Register of initial Recess work	453
,,	103—Milan Khasra	454
,,	104—Crop Statement	455
,,	105—Chitta Statement	456
,,	106—Khasra Section Register No. I—Daily outturn of work by Inspectors and Muharrirs	457
,,	107—Khasra Section Register No. II—Daily progress of work by inspectors and Muharrirs	457
,,	108—Khasra Section Register No. III—Distribution of work by Inspectors and Muharrirs	458
,,	109—Khasra Section Register No. IV—Accounts of contract earnings ..	458
,,	110—Drawing Section General Register No. I	459
,,	111—Drawing Section General Register No. II	460
,,	112—Drawing Section Register No. III (Boundary Badar Register) ..	460
,,	113—Progress Register of Small Scale Maps	461
,,	114—Register of Miscellaneous works done	462
,,	115—Register of previously surveyed area	462

		Page.
Form	116—Register of comparison of Maps with plans of public bodies	463
,,	117—Thana Notification Register	463
,,	118—Amalgamation Proceedings Register	464
,,	119—Proclamation before beginning Attestation	465
,,	120—Register of Remeasurement fees	466
,,	121—Reminder Notice of attestation	467
,,	122—Fixed rent claim Register	468
,,	123—List of plots of which specific possession has changed	468
,,	124—List of Old and New Numbers of the Khatians	469
,,	125—Abstract of Tauzi and Mouza	470
,,	126—Rent Dispute Schedule	471
,,	127—Rent-free Schedule	472
,,	128—Register of 109C proceedings	473
,,	129—Proceedings on completion of Attestation	474
,,	130—Proclamation of publication of Draft Record	474
,,	131—Plot Index	475
,,	132—Attestation Mistake List	475
,,	133—Attestation Jamch Form	476
,,	134—Note for orders	476
,,	135—Attestation Progress Register	477
,,	136—Fortnightly Progress Return	478
,,	137—Notice fixing date for hearing of section 103A objections	482
,,	138—Objection under section 103A, Bengal Tenancy Act	483
,,	139—General Register of petitions filled under section 103A, Bengal Tenancy Act	485
,,	140—Mauzawar Register of Objections under section 103A, Bengal Tenancy Act.	486
,,	141—Jamch Progress Register	487
,,	142—Progress Register of Standard tenure-tree branch	488
,,	143—Jamch Mistake List	487
,,	144—Final Jamch Certificate	489
,,	145—Register of local enquiries	492
,,	146—Register of Sheets to be vandyked	492
,,	147—Proclamation before preparation of settlement rent-roll	493
,,	148—Proclamation of publication of draft settlement rent-roll	493
,,	149—Settlement Rent-roll	494
,,	150—Calculation Sheet	495
,,	151—Notice to proprietors under section 10, clause 4, Regulation VII of 1822 (for taking settlement)	496
,,	152—Objection under section 104E, Bengal Tenancy Act	497

		Page.
Form	153—Proclamation for publication of the final record-of-rights	498
,,	154—Jamabandi Progress Register	499
,,	155—Diara Assessment roll	500
,,	156—Diara Progress Register	501
,,	157—Diara Register of Resumption cases	502
,,	158—Abstract of Diara operations	502
,,	159—Recovery Demand Register	503
,,	160—Jurisdiction List	503
,,	161—Village Note (for minor operations only)	504
,,	162—Statistics of Tenancies and Rents (for major operations only) ..	506
,,	163—General Register—Revenue—paying-lands	508
,,	164—General Register—Revenue-free lands showing lands held as such in perpetuity	509
,,	165—General Register—Revenue-free lands occupied for public purposes ..	510
,,	166—General Register—Revenue-free lands showing unassessed waste and other lands	511
,,	167—Village Register of Revenue-paying and Revenue-free properties (for major operations only)	512
,,	168—Analysis of results of settlements in confirmation report (Government and temporarily-settled estates—for major and minor operations) ..	513
,,	169—Analysis of previous and present settled area and rent in confirmation report (Government and temporarily-settled estates—for major and and minor operations)	513
,,	170—Analysis of classification of tenants in previous and present settlement in confirmation report (Government and temporarily-settled estates—for major and minor operations)	514
,,	171—Analysis of revenue assessed in confirmation report (Government and temporarily-settled estates)	514
,,	172—Register of Estates and Tenures (interest lying in several mauzas) ..	515
,,	173—Register of Estates and Tenures (interests lying in one mauza only) ..	516
,,	174—Table of Conventional Signs for use in the settlements of Bengal ..	517
,,	175—Village Circuit Traverse Table	527
,,	176—Mistake List of Final Checking Branch	528
,,	177—Challan—Checking Branch Register	529
,,	178—Challan for printed records	530
,,	179—Challan for Recovery Camp	531
,,	180—Weekly return from Recovery Camp	532

		Page.
Form	181—Fortnightly return of Computation and recovery of Cost	533
„	182—Mufassal Peon Book	534
„	183—Register of records received	535
„	184—Progress Register—Printing	536
„	185—Compositor's Diary	537
„	186—Compositor's Bill	537
„	187—Register of Records printed and billed for	538
„	188—Register of Paper—Printing	539
„	189—Final Checking Branch Return Register	540
„	190—Final Checking Branch Mauzawar Register	541
„	191—Final Checking Branch Mauzawar fine and reward Register ..	542
„	192—Copy-holding Branch Mauzawar Register	543
„	193—Copy-holding Branch monthly Return Register	544
„	194—Computation Mauzawar Progress Register	545
„	195—Register of Mauzas finally published	546
„	196—Register of Sadar Account	547
„	197—Register of Demand Register and Receipt Books received from Sadar ..	548
„	198—List of discrepancies detected in demands	548
„	199—Camp Progress Register of Recoveries	549
„	200—Register of petitions for copies of Khatian and Maps at concession rates	550

Rule 81, Manual. Major operations only.

APPENDIX X.—Settlement Forms.

FORM 1.

STATEMENT I.

Abstract estimate of expenditure and recoveries on account of the survey and record-of-rights of the district of.....

Financial year.	Gross expenditure, including all book debit and indirect charges.						Receipts.			Distribution of the net expenditure debitable to "50—Survey and Settlement" column 7 *minus* column 12.			Charge for maintenance of boundary marks.	Total amount to be recovered from private parties—column 13 *plus* column 15.	Estimate of recoveries.	Remarks
	Traverse survey.	Reproduction of village cadastral maps.	Cadastral survey and settlement.	Total.	Expenditure not debitable to "50—Survey and Settlement" e.g., cess revaluation.	Expenditure debitable to "50—Survey and Settlement" column 5 minus column 6.	Sale of stock.	Other receipts.	Total	State under rule 96 (*b*) (*c*).	Local Government under rule 96 (*b*) (*c*).	Private parties.				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
..																

Columns 2 and 3.—The figures will be based on detailed estimates to be furnished by the Director of Surveys.
Column 7.—This will include expenditure to be subsequently recovered from private parties or Provincial revenues.

Rule 31, 38, Manual.
Major and minor operation.

FORM 2.

STATEMENT II.

Details by budget heads for each financial year.

Heads of charges.	Financial year.						
	19 .	19 .	19 .	19 .	19 .	19 .	Total.
Salaries.							
Settlement Officers							
Other gazetted officers							
Total ..							
Establishment.							
Office establishment							
Peons							
Field establishment.							
Executive subordinates							
Peons							
Total ..							
Allowances and honoraria, etc.							
Travelling allowance							
House-rent and other allowances							
Remuneration to copyists							
Cost of passages							
Total ..							
Supplies and services.							
Job work							
Purchase of mathematical instruments ..							
Purchase of tents, stores, etc.							
Purchase of typewriters							
Value of medical stores							
Press materials etc.							
Press running charges							
Boundary pillars							
Binding records							
Supply of clothing to menials							
Total ..							
Contingencies.							
Purchase and repair of furniture							
Petty construction and repair							
Purchase of books							
Cost of carriage of forms							
Printing and private presses							
Rents, rates and taxes							
Hot weather charges							
Purchase of country stationery							
Service postage stamps							
Repair of tents							
Contingencies of copying press							
Office expenses and miscellaneous							
Total ..							
Total direct charge ..							
Indirect charge.							
Rent of buildings (Public Works Department)							
Forms and stationery							
Press paper							
Press							
Leave and pension contribution							
Overseas pay							
Total indirect charge ..							
Director of Land Records and Surveys' control							
Grand total ..							

Rules 31, 32, 33, 36, 38, 39, 41, 42, 44, Manual.
Major and Minor operations.

A.

FORM 3.

STATEMENT III.

Programme.

FINANCIAL YEAR 19.....

Month.	Work to be done with area in square miles.															Month in which expenditure falls.	Approximate expenditure.	Staff.
	Cadastral.	Khanapari.	Initial recce.	Bhujarat.	Attestation.	Objections.	Jamabandi.	Diara.	Panch.	Statistics.	16" maps.	Topo.	Final records (Printing).	Recovery.	Case work.			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	Rs.	19
March ..																April ..		
April ..																May ..		
May																June ..		
June																July ..		
July																August ..		
August ..																September ..		
September ..																October ..		
October ..																November ..		
November ..																December ..		
December ..																January ..		
January ..																February ..		
February ..																March ..		
Total ..																*Add*—Indirect charges.		
																Grand total..		

Column 17.—In each case the term of employment and average rate of pay should be given.

Rule 31, Manual.
Major operations only.
B.

FORM 4.

STATEMENT IV.

Details of estimated expenditure.

FINANCIAL YEAR 19.....

Branch of work.	Programme. Area in sq. miles.	Salaries.		Establishment.						Travelling allowance.		Pension and leave contribution.		Total.	
				Kanungoes.		Surveyors and clerks.		Menials.							
		Amount.	Rate per sq. mile.	Amount.	Rate per sq. mile.	Amount.	Rate per sq. mile.	Amount.	Rate per sq. mile.	Amount.	Rate per sq. mile.	Amount.	Rate per sq. mile.	Amount.	Rate per sq. mile.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Cadastral															
Khanapuri															
Initial recess															
Bhujarat															
Attestation															
Objections															
Final office work excluding printing.															
Printing															
Computation and recoveries															
Case work															
Supervision															
Supplies, services and contingencies—															
Ordinary															
Press															
Control															
Jamabandi and Diara ..															
Total ..															

Rule 31, Manual.
Major operations only.]

S
e

FORM 5.

STATEMENT V.

Summary.

Year.	Cadastral.	Khasgarat.	Initial recess.	Bufferd.	Attestation.	Objections.	Final office work, excluding printing.	Printing.	Computation and recoveries.	Case work.	Supervision.	Supplies, services and contingencies.		Control.	Jamabandi and Diara.	Pension and leave contribution.	Expenditure not debitable to "50—Survey and settlement," e.g., cess investigation.	Total.
												Ordinary.	Press					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Total ..																		
Rate per square mile..																		

Column 19 to tally with the figures given in column 5 of statement I.

A. G. B. No. $\frac{B}{16}$ and $\frac{B}{18}$. FORM 6.

Major and Minor settlement operations.]

PROVINCIAL.

Revised and Budget Estimates for years 19.....and 19.....of..... under the head "5.—Land Revenue—Survey and Settlement."

Heads of charges.	Actuals 19 -19 (previous year).	Budget estimate, 19 -19 (current year).		Revised estimate, 19 -19 (current year).		Budget estimate, 19 -19 (ensuing year).	
		Voted.	Non-voted.	Voted.	Non-voted.	Voted.	Non-voted.
Pay of officers.							
(1) Settlement Officers							
(2) Other gazetted officers							
(6) Settlement and Assistant Settlement Officer							
Total ..							
Pay of establishment.							
Office establishment							
Peons							
Field establishment.							
Executive subordinates							
Peons							
Total ..							
Allowances, honoraria, etc.							
Travelling allowances							
House-rent and other allowances							
Remuneration to copyists							
Cost of passages granted under Superior Civil Service Rules, 1924.							
Total ..							
Supplies and Services.							
Job work							
Purchase of tents, stores, etc.							
Other charges							
Customs duty on stores							
Total ..							
Contingencies.							
Purchase of Books							
Rents, rates and taxes							
Office expenses and miscellaneous							
Total ..							
Grand total ..							
Add—(1) Share of cost of the Director of Land Records' office.							
(2) Debitable to Minor Operations ..							
(3) Charge on account of Major Settlement debitable to Minor.							
(4) Lump provision for Advances recoverable Minor operation.							
Net total ..							

NOTES I.—This estimate must reach the Accountant-General by the 15th October of each year.

II.—A brief explanation of the reasons which have led to the adoption of the figures proposed for the revised and budget estimates should be given in a separate sheet.

III.—*Items* (1) is for Major and Advances Recoverable operations only.
" (2) is for Minor operations when the charge is made in the first instance in the Major.
" (3) is for Major operations only.
" (4) is for Advances Recoverable operations not specifically sanctioned when the budget is submitted.
" (5) is for Major operations only.
" (6) is for Minor operations only.

Director of Land Records and Surveys, Bengal.

The .....19.....

Rule 32, Manual.
Major operations only.

B.

FORM 7.

Showing details of staff and establishment required during the financial year 19 .

Branch of work.	Details of staff of gazetted officers and establishment.	Period of employment.	Monthly rate of salary and special allowance (to be shown separately).	Total expenditure during the year.	Charged against which item and head of Form 2.
1	2	3	4	5	6
		Months.	Rs.	Rs.	

N.B.—Show supervision separately.

Rule 32, Manual.
Major operations only.]

FORM 8.

B.

Showing details of job and contract charges during the financial year 19 .

Branch of work.	Details of staff.	Period of employment.	Monthly rate of salary and special allowance (to be shown separately).	Total expenditure during the year.
1	2	3	4	5
		Months.	Rs.	Rs.

Rule 53, 117, Manual. Major and minor operations.]

FORM 9.

[Due to the Director of Land Records and Surveys by the 10th of the following month.]

Progress return for the survey and settlement operations during the month of.....19 .

Financial memorandum for financial year 19 -19 .

Item.		Previous.	During month under report.	Total.	
Receipts.	Cash { Sale of maps and khatians				Budget estimate for the whole year; Rs.
	Cash { Miscellaneous				Cash.
	Stamps				
	Advances under section 101 (2) (a)				
	Recovery under section 114 ..				Recovery.
Direct expenditure.	Estimate				Direct Expenditure.
	Actual				

General remarks of the Settlement Officer :—

General remarks of the Director of Land Records and Surveys Bengal :—

NOTE.—The general remarks of the Settlement Officer should contain a note of the number of days which he spent on tour during the month and of the number of units which he inspected (taluka or amin, as the case may be, in cadastral survey and khanapuri camps in other stages) as well as remarks on the general progress. Remarks intended for information or for orders upon agrarian and tenancy conditions and points of procedure should be attached to the Return on a separate page or a separate note for orders.

General progress of work in this settlement year.

Branch of work.	Unit of outturn.	Programme.			Outturn.			Remaining.	Remarks.
		For the year or from the beginning of settlement.	For the month under report.	Up to date	Previous.	During the month under report.	Up to date.		
Traverse Survey by Settlement Officer	Sq. Miles								
Cadastral Survey	Sq. Miles								
	Partal: linear miles								Partal by officers:— linear miles.
Khanapuri	Sq. Miles								
	Plots								
Bujharat	Sq. Miles								
	Plots								
	Interest								
Attestation	Sq. Miles								
	Interests								
Draft Publication	Sq. Miles								
Objections under section 108A	Cases								

Final Office work	Jamb	Sq. Miles								
	Statistic	Sq. Miles								
	Maps	Sq. Miles								
	Final copy	Sq. Miles								
		Interests								
Final Publication		Sq. Miles								
Publication of rent-rolls under section 104.		Sq. Miles								
Objections under section 104E		Cases								
Settlement of Revenue		Sq. Miles								
Diara Proceedings		Cases								
		Sq. Miles								
Recovery of Cesses	Block A	Sq. Miles Rupees								
	Block B	Sq. Miles Rupees								
	Block C	Sq. Miles Rupees								
Case work.	Section 108A	Cases								
	Sec. 105. Original	Tenancies								
	Sec. 105. Remanded	Tenancies								
	Sec. 105. Appellate	Tenancies.								
	Sec. 106. Original	Cases								
	Sec. 106. Remanded	Tenancies								
	Sec. 106. Appellate	Cases								

The programme in square miles of cadastral khanapuri and bujharat will be the area traversed with arrears or advances, if any, shown in red with a *plus* or *minus*, respectively. The programme in plots of khanapuri will be according to the original estimate. The programme of bujharat in plots will be filled in as soon as it is possible to make a reasonable estimate on the basis of the plots actually found at khanapuri. The programme of interests in attestation will be the figures as they stood after bujharat in the previous season. The programme during month of report and up to, in the case of objections under section 109A, will be the number of institutions. The same with objections under section 104E ; diara proceedings, Settlement of Land Revenue and case work, but in their cases and also in the case of all branches of final office work except jamb, figures should be given, without reference to the settlement year. Both programme and outturn will be the total number of cases or square miles from the beginning of settlement. For recovery the estimated amount to be recovered from each block should be shown separately till computation is over, when the computed figures should be substituted.

Statistical abstract of diara and jamabandi work in this settlement year.

Re-settlement of Land Revenue.

Number of estates.	In programme from beginning of settlement.	Proposals not ready.	Proposals sanctioned.	Awaiting objection section 104z.	Objections under disposal.	Awaiting appeals.	Appeals under disposal.	Awaiting confirmation.	Confirmed.	Completed.
Last return ..										
Up to date ..										

Branch of work.			Disposed of— Previously from beginning of settlement.	During month under report.	Total.	Remarks.
Settlement of Fair Rent. (Rent-roll confirmed.)	Tenure-holders.	Number of tenancies ..				
		Old rent				
		New rent				
	Raiyats ..	Number of tenancies ..				
		Old rent				
		New rent				
	Under-raiyats.	Number of tenancies ..				
		Old rent				
		New rent				
Settlement of Government Revenue.	Government Estates.	Number				
		Old revenue				
		New revenue				
	Private Estates.	Number				
		Assets at the previous settlement.				
		Assets at the present settlement.				
		Old revenue (nett) ..				
		New revenue (nett) ..				

Statistical abstract of diara and jamabandi work in this settlement year—*concld.*

DIARA.

Resumption Proceedings.	In programme from beginning of settlement.	Proposals not ready.	Proposals ready (Form 28, Technical Rules, page 86).	Awaiting objections.	Objections under disposal.	Proceedings under preparation.	Proceedings submitted to Board of Revenue.	Proceedings sanctioned by Board of Revenue.	Completed.
Last return									
Up to date									

Branch of work.			Disposed of— Previously from beginning of settlement.	Disposed of— During month under report.	Disposed of— Total.	Remarks.
Settlement of Government Revenue.	New Diara Estates.	Number				
		Assets				
		Revenue				

NOTE.—In the progress statements of both jamabandi and diara, each estate will be shown twice, once in the "programme" column and once in the later columns according to the stage which it had reached at the close of the month, thus "proposals sanctioned" in jamabandi covers an estate from the date on which the Collector or Settlement Officer has sanctioned the rates or proposals until the date of draft publication; "awaiting objection" covers an estate for one month after draft publication, during which an objection may be filed, and "objections under disposal" from the expiry of this month until orders have been passed on the last objection. If there has been no objection, the estate will be entered forthwith in the column "awaiting confirmation." "Completed" in the case of private estates means settlement accepted (and kabuliyat executed) or refused.

"Assets" means the total rental of the ryots in the estate together with a valuation at the ryoti rate of land retained by proprietors and tenure-holders in their own possession.

"Revenue (net)" means exclusive of malikana and allowance for profit and collection expenses.

Under Land Revenue Settlement "In programme" should be shown the number of estates decided to be taken up from the beginning of the block in which work is going on thus "334 and 338" to signify that 23 estates in "A" block and 53 in block "B" are being taken up.

Statistical abstract of judicial work in this settlement year.

Branch of work.				Disposed of— Previously.	During month under report.	Total.	Remarks.
Proceedings under section 109C (Bengal).	Original.	All classes of tenants.	Number of tenancies. Rent according to landlord—Rs. Rent legally payable—Rs. Rent settled by compromise—Rs.				
Proceedings under section 105.	Original.	Tenure-holders	Number of tenancies .. .. Old rent .. .. .. Rent decreed by Revenue Officer				
		Raiyats	Number of tenancies .. .. Old rent .. .. .. Rent decreed by Revenue Officer				
		Under-raiyats	Number of tenancies .. .. Old rent .. .. .. Rent decreed by Revenue Officer				
	Appellate.	Tenure-holders	Number of tenancies .. .. Old rent .. .. .. Rent decreed by Revenue Officer Rent decreed by Special Judge..				
		Raiyats	Number of tenancies .. .. Old rent .. .. .. Rent decreed by Revenue Officer Rent decreed by Special Judge..				
		Under-raiyats	Number of tenancies .. .. Old rent .. .. .. Rent decreed by Revenue Officer Rent decreed by Special Judge..				
Suits under section 106.	Original.	Cases in which	Record modified .. .. Record not modified				
	Appellate.	Cases in which	Original order upheld .. .. Original order modified .. Original order reversed .. Re-trial ordered				

NOTE.—In the Remarks column the number of tenancies in cases under section 105 which are remanded for re-trial by the "Special Judge," should be noted and a continuous total from the beginning of the settlement of the net changes which have thereby resulted in the rent decreed by Recovery Officer. No changes in the other columns and totals are required on account of such cases.

Rule 53, Manual.

Major and minor operations.

6.

FORM 10.

[Due to Director of Land Records and Surveys on the 10th of each month.]

Monthly return of certificates made under section 4 of Act III of 1913 (Recovery of settlement costs).

1	Pending from last month. 2	Filed during month. 3	Disposed of during the month.				Pending at close of the month. 8	Pending more than one month. 9	Remarks. 10
			Cancelled.		Otherwise struck off without being satisfied. 6	Fully discharged. 7			
			Balance demand not due. 4	On other grounds. 5					
Against landlords (proprietors and tenure-holders). Number									
Against landlords (proprietors and tenure-holders). Amount									
Against tenants (raiyats, under-raiyats and others). Number									
Against tenants (raiyats, under-raiyats and others). Amount									
Total ... Number									
Total ... Amount									

Rule 53, Manual.] FORM 11.

C. [Due to the Director of Land Records and Surveys on the 10th of each month.]

Monthly progress return of printing.

District.

For the month ..

1. Month.
2. Total cost of establishment.
3. Outturn.
4. Contract payment.
5. Rate per interest.
6. Fixed payment.
7. Rate per interest.
8. Average outturn per press.
9. Highest outturn for a press.

Up to date

10. Total cost of establishment.
11. Outturn.
12. Contract payment.
13. Rate per interest.
14. Fixed payment.
15. Rate per interest.
16. Remarks.

Rule 55, Manual.]

FORM 12.

APPENDIX I TO ANNUAL REPORT.

B.

Progress of Survey and the Preparation of a Record-of-rights in the Presidency.

(Area shown in sqaure miles.)

District.	Area (excluding large rivers).	Reserved forests.		Unsettled waste at the disposal of Government.		Settled area to which the Bengal Tenancy Act has not been extended.		Settled area to which the Bengal Tenancy Act has been extended.			
									Area in which a record-of-right—		
		Area.	Scale and date of survey.	Area.	Scale and date of survey.	Area.	Date of cadastral survey under other Acts.	Total.	Has been finally published.	Is in course of preparation.	Remains to be prepared.
1	2	3	4	5	6	7	8	9	10	11	12
Total ..											

Rules 54, 55, Manual.]

FORM 13.

APPENDIX II TO ANNUAL REPORT.

Progress and cost in district operations.

DISTRICT..... ; COMMENCED..... ; ESTIMATED AREA.....SQ. MILES ; .....BLOCKS.

Branch of work.	Unit of report.	Progress. For year under report. Programme according to sanctioned programme for whole operation.	Progress. For year under report. Performance.	Progress. Up to date. Programme according to sanctioned programme for whole operation.	Progress. Up to date. Performance.	Cost (including book debit and indirect charges). For year under report. Estimated expenditure according to sanctioned estimate for whole operation.	Cost. For year under report. Actual expenditure.	Cost. For year under report. Actual cost rate.	Cost. Up to date. Estimated expenditure according to sanctioned estimate for whole operation.	Cost. Up to date. Actual expenditure.	Cost. Up to date. Actual rate.	Cost rate to which sanctioned estimate for whole operation works out.	Standard cost rate for 2-block, 3-block district, etc. (as the case may be).	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
						Rs.	Rs.	Rs. A. P.	Rs.	Rs.	Rs. A. P.	Rs. A. P.	Rs. A. P.	
1. Cadastral Survey ..	Sq. miles													
2. Khanapuri	Sq. miles													
	Plots ..													
3. Initial Recess ..	Sq. miles													
4. Bujharat	Sq. miles													
	Plots ..													
	Interests													
5. Attestation ..	Sq. miles													
	Interests													
6. Draft publication ..	Sq. miles													
7. Objections	Sq. miles													
	Cases ..													

| | | |

OBSERVATIONS.

(*a*) All settlement expenditure, direct or indirect, must be accounted for in the above statement.

(*b*) When the unit of report is the number of cases, enter the number of institutions during the year and up to date in columns 3 and 5 respectively.

(*c*) Cost of all classes of case work can be shown jointly.

(*d*) Cost of work in municipalities will be shown separately when separate accounts of the cost are kept.

(*e*) Costs rate are not required in the case of supervision, supplies, services and contingencies, Director of Land Records and Surveys' control or special work.

(*f*) Supplies, services and contingencies include capital expenditure, binding charges, etc.

(*g*) Against Director of Land Records and Surveys' control enter in columns 8 and 11 the expenditure in, and up to the end of the last financial year, respectively.

(*h*) Under " special work " enter the class of work, *e.g.*, cess revaluation.

(*j*) Totals of columns 7, 8, 10 and 11 should be struck.

Rule 55, Manual.]
S.

FORM 14.

APPENDIX III TO ANNUAL REPORT.

Return of disputes and inspection during the year ending the 30th September 19 .

District.	Area in square miles cadastrally surveyed the season.	Personal partal in linear miles.			Independent partal in linear miles.	Total number of plots Khanapurtied.	Number of plots tested.			Number of boundary disputes decided.	Number of internal disputes decided.	
		By Gazetted officers.	By Kanungos and Head Inspectors.	By Inspectors.			By Gazetted officers.	By Kanungos and Head Inspectors.	By Inspectors.		During khanapuri and bujharai.	During attestation.
1	2	3	4	5	6	7	8	9	10	11	12	13

Rule 55, Manual.]
B.

FORM 15.

APPENDIX IV TO ANNUAL REPORT.

Progress in revision of land revenue during the year ending the 30th September 19 .

(Areas shown in acres.)

District.	Number of estates under revision.	Total area.	Area in which rent-roll draft—has been published.		Objections under section 104E.		Area in which rent-roll confirmed under section 104F.	Effect of the rental of raiyats.								Area in which record-of-rights finally published.	Number of estates in which revision of land revenue completed.	Financial result.			
										Amount of increase due to—					Amount of decrease due to—						
			In the year under report.	Up to end of the year under report.	Decided.	Pending for decision.		Old rent.	New rent.	Increase in area.	Extension of cultivation.	Increased fertility of the soil.	Rise in prices.	Neighbouring rates.	Decrease in area.	Deterioration of the soil.			Old revenue.	New revenue.	Percentage of increase or decrease of rent+or—.	Percentage of increase or decrease of revenue+or—.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
								Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.			Rs.	Rs.		

Rule 55, Manual.]

FORM 16.

APPENDIX V TO ANNUAL REPORT.

Return of rent settlement in areas not under revision of land revenue during the year ending 30th September 19 .

District.	Commutation under section 40.			Proceedings under section (c) (Western Bengal district only).				Proceedings under section 105.											
	Number of cases dealt with.	Commutation allowed.	Commutation refused.	Number of tenants.	Rent according to landlord.	Rent legally payable.	Rent settled by compromise.	Class of tenants.	Number of tenants for whom a fair rent has been determined.	Former rent.	New rent.	Difference per cent. + or—	Analysis of variations in the case of raiyats.						
													Amount of increase due to—					Amount of decrease due to—	
													Increase in area section 52(a).	Prevailing rate, section 30(a).	Rise in price, section 30(b).	Landlord's improvements, section 30(c).	Rural section, section 30(d).	Decrease in area section 52(b).	Permanent deterioration of soil, section 30(1) (e).
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
					Rs.	Rs.	Rs.	(a) Tenure-holders ..		Rs.	Rs.		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
								(b) Raiyats ..											
								(c) Under-raiyats ..											

Rule 55, Manual.]
S.

FORM 17.

APPENDIX VI TO ANNUAL REPORT.

Result of appeals during the year ending the 30th September 19 .

Name of estate or tract under settlement with name of district.	Nature of case.	Number pending from previous year.	Number instituted during the year.	Number disposed of during the year.	Balance pending.	Results of appeals (column 5).			
						Decisions—			Cases returned for retrial.
						Upheld.	Modified.	Reversed.	
1	2	3	4	5	6	7	8	9	10
I.—LAND REVENUE SETTLEMENTS.									
Government and Temporarily-settled estates.									
II.—OTHER SETTLEMENTS.									
(a) *Original.*									
(b) *Revisional.*									

Rule 55, Manual.]

B.

FORM 18.

APPENDIX VII TO ANNUAL REPORT.

Statement showing the nature and number of holdings for which final statistics have been completed in each settlement during the year ending the 30th September 19 .

District.	Name of each estate, tract, etc., under settlement.	Area for which final statistics are completed during the year.	Number of khatians recovered in the name of, or for—														
			Proprietor.		Rent-free tenure-holders.		Tenure-holders (other than rent-free).	Raiyats at fixed rates or fixed rents.	Rent-free raiyats.		Settled and Occupancy raiyats.	Non-occupancy raiyats.	Occupants of non-agricultural holdings.	Under-raiyats.	Unoccupied (including area outside the record).	Lands occupied for public purposes.	Total.
			As private lands.	Not as private lands.	Service.	Others.			Service.	Others.							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

Rule 55, Manual.]
B.

FORM 19.

APPENDIX VIII TO ANNUAL REPORT.

Showing the progress made in Recovery of Costs during the year ending the 30th September 19 .

District.	Estate or tract under settlement.	Demand (outstanding at the beginning of the year *plus* current).			Collection.							Balance.		
					Landlords' share.			Occupiers' share.			Grand total collected.			
		Landlords' share.	Occupiers' share.	Total.	Voluntary.	By certificate.	Total.	Voluntary.	By certificate.	Total.		Landlords' share.	Occupiers' share.	Total.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.

Rule 55, Manual.]
B.

FORM 20.

APPENDIX IX TO ANNUAL REPORT.

General progress and cost in Survey and Settlement work during the year ending the 30th September 19 .

MINOR OPERATIONS.

Branch of work.	Unit of report.	District, *e.g.*, Birbhum—Date of inception of operations—Estimated area in square miles under settlement—								
		Programme of the year under report.	Work done in the year under report.	Cost.	Programme of the year under report.	Work done in the year under report.	Cost.	Programme of the year under report.	Work done in the year under report.	Cost.
1	2	3	4	5	6	7	8	9	10	11
				Rs.			Rs.			Rs.
1. Traverse survey (under Settlement Officer)	Square miles									
2. Cadastral Survey	Ditto									
3. Khanapuri	Ditto Plots									
4. Preliminary office work	Square miles Ditto									
5. Bujharat	Plots Interests									
6. Attestation	Square miles Interests									
7. Draft publication	Square miles Ditto									
8. Objections under section 103A	Cases									
9. Final office work—										
Jamch	Square miles									
Statistics	Ditto									
Preparation of 16" maps	Ditto									
Topo. maps	Ditto									
Preparation of final records	Ditto Interests									
10. Final publication	Square miles									
11. Recovery of costs	Ditto									
12. Case work—										
Section 103A	Cases									
Do. 105	Do.									
Do. 106	Do.									
13. Revision in temporarily-settled area—										
(a) Draft publication, section 103A	Square miles									
(b) Final publication	Ditto									
Total cost	Amount									

N.B.—The number of columns will vary with the number of districts.

FORM 20 A.

APPENDIX X TO ANNUAL REPORT.

Progress and cost in maintenance operations during the year ending the 30th September 19 .

District.	Name of operations.	Operations whether annual or triennial or quinquennial.	Total number of interests.	Area covered by the interests.	Total expenditure of the operation during the year.	Total expenditure in previous year (if the work is continued over 2 or more year).	Total expenditure to date.	Cost rate per square mile completed.
1	2	3	4	5	6	7	8	9
				Sq. miles	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.

Rule 58, Manual.] FORM 21.
B.

APPENDIX XI TO ANNUAL REPORT.

... the year ending 31st March 19..

Correction slip No. 12, dated the 10th December 1936.

Form No. 21, page 387.—Substitute the following in place of column 9 :—

	Number of pillars or stones purchased.						Number of damaged or missing marks restored.					
	9						9A.					
			10				–		10A			
Total ..												
Wards' estates.												
Total ..												
Zamindari estates.												
Total ..												
Grand total												

N.B.—This report is due to the Director of Land Records and Surveys from District Officers not later than the 15th October of each year.

Rules 76, 309, Manual.] FORM 22.
A.

Form A—Proclamation.

To

All occupants of lands in village , pargana , district , and to all persons dwelling in villages whose boundaries are conterminous with this village and to all persons employed on, or connected with, the management of or otherwise interested in, such lands, it is hereby notified and proclaimed that the Governor in Council (with the previous sanction of the Governor-General in Council)* under the powers conferred upon him by section 101 (*l*) of the Bengal Tenancy Act (or section 3 of the Survey Act as the case may be) has directed that a survey shall be made (and record-of-rights prepared† of) . This is therefore to give notice that the demarcation and survey of the land in the pargana above stated will commence on the , and you are hereby called upon to demarcate the boundaries of your village by erecting mounds of earth at all the bends of the boundary on or before the and to attend, either personally, or by agent, on the Survey and Settlement Officers or surveyors and other officers subordinate to them at such times and places as shall be stated hereafter in special proclamations or notices to be published in the villages in which the lands to be surveyed lie. You will then point out the boundaries of all lands belonging to your respective estates, tenures and holdings, and render such aid as may be necessary in setting up or repairing such marks as may be required; and you will afford such assistance and information as may be required of you for the purposes of the survey. You should therefore be prepared to point out all the lands mentioned therein as belonging to your estates, tenures and holdings in each village of which you are in actual possession; and also be prepared to give the necessary information in respect of those which are no longer in your possession.

N.B.—The necessary changes should be made when an area other than a village is under survey.

* These words are to be omitted where such sanction is not necessary.

† Omit where proceedings are under the Survey Act only.

tule 76, Manual.
A.

FORM 23.

Form B—Special Notice.

[Section 7 of the Survey Act V (B.C.) of 1875.]

SPECIAL NOTICE IN CONTINUATION OF NOTICE IN FORM A.

To

Proprietor or manager or agent on behalf of the proprietor of estate No. , village , pargana district .

It is hereby notified, in continuation of the general proclamation dated the , that (the undersigned or whoever may be sent) will proceed to the demarcation (or survey) of the undermentioned village on , and this is to give you notice that you must attend personally or by agent at , for the purpose of pointing out the boundaries of all lands belonging to your estate situated in such village, and of rendering all aid that may be necessary in setting up or repairing boundary marks, and of affording any assistance or information which may be needed.

In case you fail to comply with the requisition, you shall be liable to fine under the provisions of section 51 of the Bengal Survey Act.

NOTE.—(1) If this notice is issued to a tenant to require his attendance to point out his lands or give other information, it must be altered accordingly.
(2) This notice may, in the first place, be issued generally on the proprietors or occupiers of land in the village.

Rule 79, Manual.
Bengal Form No. 377.

FORM 24.

Special Notice.

(Under section 9 of the Survey Act V (B. C.) of 1875.

.....SETTLEMENT.

To

.....

Survey and settlement of the district has commenced and notice in connection therewith have already been published. To help the present survey and settlement proceedings and for the proper survey of lands in which you have particular interest you are hereby ordered to clear the boundary and the line from..... to.....by cutting down and removing any trees, jungle, fences or standing crops which it may be necessary to clear for the purposes of the survey within.....days, with effect from the date of service of this notice.

Place.....

Date.....

Assistant Superintendent of Survey.

Rule 76, Manual, and rule 3, Inspection of Cadastral Survey and Khanapuri, Technical.]

FORM 25.

A.

Summons under the Code of Civil Procedure.

Whereas the attendance of the undermentioned persons is necessary, it is hereby ordered that they appear before me on (date) at (time) at (place) and produce the papers noted against their names. If they fail to comply with this order without lawful excuse, they will be subject to the consequences of non-attendance laid down in rule 12 of Order XVI of the Code of Civil Procedure, 1908.

Name.	Papers required.	Remarks.	Signature.

Given under my hand and the seal of the Court, this day 9

Revenue Officer.
Assistant Settlement Officer, under Chapter X of the B. T. Act VIII of 1885.

*The form prescribed under the Code of Civil Procedure should be used for individual cases when it is anticipated that the order will be disobeyed.

Bengal Financial Form No. 2.
Rules 104, 106, Manual.

FORM 26.

Cash-book of the office of the.....

(*See* Rule No. 34 of the Bengal Financial Rules.)

Receipts.							Expenditure.							
Date of receipt.	Particulars of receipt.	Amount received from the treasury			Amount received from other sources.			Date of expenditure.	Particulars of expenditure.	Amount paid to individual payees.			Amount remitted into the treasury.			Remarks.
		Rs.	A.	P.	Rs.	A.	P.			Rs.	A	P.	Rs.	A.	P.	
	Opening balances.															
	Total receipts								Total expenditure.							
									Closing balance.							
	Grand total								Grand total							

A. G. B.'s Form.
Rules 104, 106, 114, 115, Manual.] FORM 27.

Pass-book, Settlement Department.

THE.....OF.....IN ACCOUNT CURRENT WITH THE....TREASURY OF.....

Dr.					Payment.			Receipt.						*Cr.*
Date of Treasury payment.	Serial No.	Voucher No.	Description of charge.	Name of Settlement to which the bill belongs.	Amount.	Signature of Treasury Officer or Sub-Treasury Officer.	Remarks.	Date of receipt.	Number of chalan.	Particulars of receipt.	Name of Settlement in whose favour the credit is to be made.	Amount.	Signature of Treasury Officer or Sub-Treasury Officer.	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

A. G B. No. 286.]

FORM 28.

Acquittance roll of establishment for the month of.....19....

Name of incumbent.	Pay, acting and leave allowance claimed (separately).			Bill or local allowance.			Pay, acting and leave allowance held over for future payment.			Fines.			General Provident Fund.			Other deductions.			Income-tax.			Net amount payable.			Signature and date with receipt stamp, if necessary.
1	2			3			4			5			6			7			8			9			10
	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	

Rule 106, Manual.]

FORM 29.

Register of indirect and book debit charges, Settlement Department.

DISTRICT.....YEAR 19....19.....

Date and number of letter of advice, invoice, bill or receipt.	Amount of indirect expenditure.											Items of expenditure made by book debit.	Director of Land Records and Surveys' control.	Remarks.
	Overseas pay drawn in England.	Leave and pension contributions.	Forms supplied from Government Depot.	Stationery supplied by the Controller of Stationery.	Home indents for presses.	Expenditure by Public Works Department on temporary buildings for which no rent is charged	Rent assessed for permanent Government buildings.	Proportionate pay of officers partly employed.	Cost of maintenance of launches under the Pooling Scheme.	Inter-settlement transfers.	Others.			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Rule 112, Manual.]

FORM 30.

S.

Compilation Register of Court and Process Fees.

1. Name of Settlement.	5. Process fees.
2. Month.	6. Total.
3. Section or Camp.	7. Remarks.
4 Court-fees.	

Rule 114, Manual. B.

FORM 31.

Register of deposits and recoveries.

Serial number.	Date of payment into or from the Treasury.	Name of estate or other area forming separate unit of Estimate and Recovery.	Number of chalan or voucher.	Amount deposited.	Amount realised by recovery.	Refunds.		Remarks.
						Number and date of Director of Land Records's sanction for refund.	Amount.	
1	2	3	4	5	6	7	8	9
				Rs.	Rs.	Rs.	Rs.	

Rule 92 (1), Manual.]

FORM 32.

Financial Memo..... *Court of*..... *For the month of*.....

.....SETTLEMENT.

(1) Cash in hand.

Permanent advance.				Other cash.			
Amount. 1			Remarks. 2	Amount. 3			Remarks. 4
Rs.	A.	P.		Rs.	A.	P.	

(2) Court-fees realised during the month.

Process fees. 5		Other fees. 6		Total. 7		Remarks 8
Rs.	A.	Rs.	A.	Rs.	A.	

(3) Miscellaneous cash receipts credited to treasury during the month.

—	Chalan. No. 1	Chalan. Date. 2	Amins' fees for re-measurement. 3 Rs.	A.	P.	Copying fees. 4 Rs.	A.	P.	Cost of forms, tracing cloth, etc. 5 Rs.	A.	P.	6 Rs.	A.	P.	7 Rs.	A.	P.	8 Rs.	A.	P.	Miscellaneous. 9 Rs.	A.	P.	Remarks. 10	
Peshkar ..																									A. S. O. Camp. Date.

FORM 33.

Detailed statement of expenditure, receipts, recoveries and refunds on account of the survey and settlement of..... In the month of.....19 .

(*Instructions.*—See rule 117 of the Survey and Settlement Manual, 1935.)

Direct expenditure.								Indirect expenditure.		Cash receipts.		Recoveries.			
Date.	Number of voucher or chalan.	Description of charge.	Net amount drawn from Treasury.	Fund deduction.	Income-tax deduction.	Other deduction.	Total.	Over-seas pay drawn in England.	Contribution towards leave and pension, if any.	Description of receipts.	Amount.	Deposits.	Recoveries.	Refund.	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

FORM 34.

Bengal Land Records Form No. 9.
[Rules 120 to 125 of Manual.]

Statement of apportionment of the cost of the settlement operations in the district of for the financial year 19 - 19 .

1	2	Direct expenditure.		Director of Land Records and Surveys' control.		Other Officers' control.		Indirect expenditure.											Total gross expenditure (columns 3+4+5+17).
Serial No.	Name of area under settlement which is a unit of settlement and recovery.	3 Cash.	4 Book debit.	5 Direct.	6 Indirect.	7 Direct.	8 Indirect.	9 Overseas pay paid in England.	10 Leave and pension contribution.	11 Forms supplied from Government Depôts.	12 Stationery supplied by the Controller of Stationery.	13 Home indent for Presses.	14 Expenditure on temporary buildings for which no rent is charged.	15 Rent assessed for permanent Government building.	16 Proportionate pay, etc., of officers partly employed.	17 Cost of launches under the pooling scheme.	18 Intersettlement transfers.	19 Others.	20 Total.	21

Deduct receipts.			23 Deduct net expenditure for special works.	24 Net expenditure debitable to settlement [Col. (20) minus Col. (23)].	Distribution of net debitable expenditure in column 23.			27 Calculated cost of maintenance of boundary pillars.	Realisation from private parties.		29 Amount transferred to the head "Maintenance of boundary marks."	30 Refunds.	31 Remarks.
22 One-fourth of receipts realised in connection with sale of maps and records.	23 Cash (miscellaneous) including book credits.	24 Total.			26 State under rule 96 (2) (a).	27 Government Local under rule 96 (2) (c).	28 Private parties.		31 Deposits.	32 Recoveries.			

N.B.—The above account is exclusive of charges incurred by the Survey Branch of the office of the Director of Land Records and Surveys on traverse and map reproduction which are entered in the combined consolidated statement [Rule 123 (2), Manual.]

Rules 120 to 123 and 125, Manual.]

A. FORM 35.

DISTRICT.

II.—Statement showing the expenditure incurred during the financial year 19 to 19 on special work.

Nature of work.*	Cost to be borne by Local Government.				Cost to be borne by Local Funds.				Grand total of direct and indirect charges (to agree with column 22 of the Apportionment Statements).	Remarks.
	Direct charges.	Indirect charges.	Receipts.	Total net cost.	Direct charges.	Indirect charges.	Receipts.	Total net cost.		
1	2	3	4	5	6	7	8	9	10	11
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	

* Cess Revaluation, Partition, etc., to be shown separately.

Rule 122, Manual.]

S.

FORM 36.

Monthly progress register for the month of 19

MINOR SETTLEMENT OPERATIONS. DISTRICT.....

Serial number.	Name of estate or group of estates forming a unit of settlement.	Traverse survey under Settlement Officer (acres).	Cadastral survey (acres).	Khanapuri.		Preliminary office work (acres).	Bujharat.			Attestation.		Draft publication (acres).	Objections under section 103A (cases).	Final office work.					Final publication (acres).	Revision of Land Revenue.					Recovery of costs.		Case work.			Remarks.
														Jamb (acres).	Statistics (acres).	Preparation of 16" map (acres).	Final copy.			Ordinary.			Diara Proceedings (Act IX of 1847).						
																				Publication of rent-roll, section 104E (acres).	Objections, section 104E (number).	Settlement of revenue (confirmation of rent-roll (acres).	Estates (number).	Acres.	Computation (number of interests).	Amount recovered.	Section 108A.	Section 105.	Section 106.	
																	(Acres.)	(Interests.)											
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

FORM

Rule 122, Manual.] **Detailed distribution of expenditure**

B.

MINOR SETTLEMENT

Head of expenditure.	Traverse survey (under Settlement Officer).	Cadastral survey.	Khanapuri.	Preliminary office work.	Bujharat.	Attestation.	Draft publication.	Objection under section 103A.
1	2	3	4	5	6	7	8	9
Direct charges.								
Pay and allowance of officer ..								
Fixed establishment								
Temporary establishment (field and office).								
Job and contract								
Travelling allowances								
Supplies and services								
Contingencies								
Total of direct charges (*a*) ..								
Indirect charges.								
Director of Land Records' and Surveys' control.								
Collector' control (*d*)								
Contribution								
Forms and stationary supplied from Government Depots (*b*).								
Proportionate pay of officers partly employed.								
Others (*b*) (*c*)								
Total of Indirect charges ..								
Grand total								

(*a*) To agree with monthly statement of expenditure
(*b*) Need not be entered every month.
(*c*) Includes cost of instruments, furniture, tents,
(*d*) For maintenance operations only.

37.

for the month of 19

OPERATIONS. DISTRICT.....

Final office work.				Final publication.	Revision of Land Revenue.		Recovery of costs.	Case work.	Total.	Remarks.
Jamch.	Statistics.	Final copy.	Preparation of 16" maps.		Ordinary.	Diara proceedings (Act IX of 1847).				
10	11	12	13	14	15	16	17	18	19	20

submitted to Accountant-General, Bengal.

forms and stationery supplied by the Collector.

Rules 154 and 155, Manual.]

B.

FORM 38.

List of officers serving in the Settlement Department showing particulars required for the consideration of the question of their further retention in the department or reversion to the general line.

Serial number.	Name of officer.	Grade.	Highest criminal powers which the officer has ever exercised.	Age.	Departmental examinations passed, wholly or partly.	Total length of service as a gazetted officer (including service as Sub-Deputy Collector). (a)	Length of service in the general line.	Length of service on settlement as a gazetted officer (including service as Sub-Deputy Collector).	Length of service as a Settlement Assistant (including service as a Revenue Officer or outsider Assistant Settlement Officer).	Settlement in which the officer is serving. (d)	Years (field season or full years). (b)	Work in which now employed.	Whether proposed for retention by Settlement Officer.	Whether proposed by Director of Land Records for another settlement.	Reasons of entries in columns 14 and 15.	Whether specially suitable or not for Batwara or Land Acquisition work.	Period of leave applied for or intended to be applied for. (c)		Remarks.
																	Date from—	Date to—	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		19
	Deputy Collectors. Sub-Deputy Collectors.																		

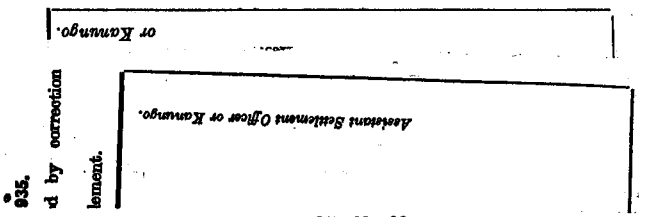
N. B.—This form will also be used when it is proposed to re-employ officers who were in the Settlement Department formerly, but are now in the general line.

(a) Column 7=total of columns 8 and 9.

(b) In column 12 enter the number and date of field seasons and full settlement years employed in the settlement in which the officer is at present serving, *e.g.*, field seasons 1915-16, 1916-17; full years 1917-18.

(c) An officer on private leave granted by the Revenue Department will be considered as serving in the settlement from which he went on leave. Such leave will be entered in column 18 with *on leave* in column 19.

(d) When the form is utilised for the purposes of showing officers formerly employed on settlement and again required by the Director of Land Records and Surveys, for "*is serving*" in column 11 read "*last served.*" The information given in column 12 will then refer to this.



Correction Slip No. 28.

Calcutta, the 6th September 1937.

Page 405—Form 39, Appendix X.—Substitute the following in place of the second column :—

নকলের দরখাস্ত। ——————— সেটেল্‌মেণ্ট।

নিম্নলিখিত হারে কোর্ট-ফী-ষ্ট্যাম্প দরখাস্তকারী এই স্থানে লাগাইয়া দিবে :—

(বেজাবেদা নকলের জন্য।)

দরখাস্তের ফী	...	...	৵৫
পর্চ্চার নকল	...	...	।৵০
ডিসপিউটের নকল	...	...	।৵০
খসড়ার প্রতি ১৫ দাগ অথবা তাহার কোন অংশ	...	...	।৵০
রৈখিক চিত্রের প্রতি পৃষ্ঠা	...	...	।৵০
নক্সার ১০০ দাগ পর্য্যন্ত—			
১৬"=১ মাইল	...	...	।৶০
তদূর্দ্ধ আয়তন	...	...	।৶১০
তদূর্দ্ধে প্রতিশত—			
১৬"=১ মাইল	...	...	।০
তদূর্দ্ধ আয়তন	...	...	।৵০

ফরমের মূল্য ইহার মধ্যে ভুক্ত করা হইয়াছে। ষ্টেচিং ক্লথ পক্ষ দরখাস্তের সহিত দাখিল করিবে।

জাবেদা নকলের জন্য হাইকোর্ট ও বোর্ডের নিয়মানুসারে কোর্ট-ফী দিতে হইবে।

নকল প্রাপক রেজিষ্টারী ডাকযোগে নকল পাইতে চাহিলে অতিরিক্ত ৷৹ আনার কোর্ট-ফী দিতে হইবে।

Serial number.	Memo. of Stamps.															Name of copyist.	Delivery of copy.		Remarks.
	Petition fee.			Postage fee.			Certificate fee.			Cost of form, tracing cloth and comparing.			To be drawn by copyists.			Total.				If posted, date of posting, receipt to be attached herewith.	If taken personally, receipt of party with date.	
Date of presentation.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.				
										Court-fee Labels.												
										Folios.												
																A. S. O. or Revenue Officer.						

প্রথাকারীর নাম—
প্রথাপ্ত পাওয়ার তারিখ—
কোর্ট-ফী, ফলিও নোট—

FORM 40.

Rule 237, Manual.]

B. **Form of indent for tents.**

	1. Serial No.	6. Date by which to be supplied.
Tents required.	2. Species.	7. Address to which to be despatched, name of railway station, by goods or passenger train.
	3. Size.	
	4. Number.	8. Remarks.
	5. Appurtenances required.	

N. B.—To reach Director of Land Records and Surveys' office by the 1st June.

FORM 41.

Rule 256, Manual.]

Department.....

Camp No.....Supplementary indent for forms or stationery.

.....SETTLEMENT.

Serial No.	Serial No. in Nazir register.	Description.	Number received—				Expenditure up to date.	Balance in hand.	Now asked for.	Remarks of indenting officer.	Order of Settlement Officer.	Date of compliance with initial of Nazir.
			At beginning of season.	Supplementary indents.		Total (3+5+6).						
				No. of indents.	Amount received.							
1	2	3	4	5	6	7	8	9	10	11	12	13

N. B.—In the case of forms, state figures in single forms.

I have satisfied myself that the above articles are required for my camp and that there has been no undue waste by my staff. I have compared this indent with Register of Land and have found it correct.

Peshkar.....Date.....Indenting Officer.

Rule 260, Manual.]

FORM 42.

C.

Amin's receipt for instruments, etc.

(Sample form.)

NAME OF INSPECTOR..... RECEIPT NO..... DISTRICT.....

NAME OF AMIN..... NO..... HALKA NO.....

1	2 Plane tables, tripods and screws.	3 Chains.	4 Pins.	5 Dividers.	6 Offsets.	7 Optical squares.	8 Scales.	9 Flat rules.	10 Sight vanes.	11 Knives.	12 Pens.	13 Pencils.	14 Ink-pots.	15 Plane table covers.	16	17	18

Signature

Date

[To be kept by the Nazir.]

Receipt for instruments, etc., received back from Amin.

NAME OF INSPECTOR..... RECEIPT NO..... DISTRICT.....

NAME OF AMIN..... NO..... HALKA NO.....

1	2 Plane tables, tripods and screws.	3 Chains.	4 Pins.	5 Dividers.	6 Offsets.	7 Optical squares.	8 Scales.	9 Flat rules.	10 Sight vanes.	11 Knives.	12 Pens.	13 Pencils.	14 Ink-pots.	15 Plane table covers.	16	17	18

Signature

Date

[To be given to the Amin on receipt of the Instruments.]

List of instruments, etc., given to Amin.

NAME OF INSPECTOR..... RECEIPT NO..... DISTRICT.....

NAME OF AMIN..... NO..... HALKA NO.....

1	2 Plane tables, tripods and screws.	3 Chains.	4 Pins.	5 Dividers.	6 Offsets.	7 Optical squares.	8 Scales.	9 Flat rules.	10 Sight vanes.	11 Knives.	12 Pens.	13 Pencils.	14 Ink-pots.	15 Plane table covers.	16	17	18

Signature

Date

[To be given to the Amin with the Instruments.]

Rules 317 and 689, Manual, and rule 29, Inspection] of Cadastral Survey and Khanapuri, Technical.

FORM 43.

A.

Register of discrepancies in names of proprietors.

TAUZI NO..... NAME OF ESTATE..... PARGANA..... THANA.....

According to Register D.				New Names as found in Settlement.			Causes of change in full, and date of transfer or death.	Remarks.	Villages in the Thana in which the Estate occurs.		
Possessor.		Share.	Separate Account number and tauzi sub-number, if any (entries affected to be connected by a bracket).	Possessor.		Share.			Halka number.	Name of village.	Thak number.
Serial No.	Name, father's or husband's name, and address in full.			Serial number against which the entry is to be made.	Name, father's or husband's name, and address in full.						
1	2	3	4	5	6	7	8	9	10	11	12

Bengal Form No. 379.]
Rule 321, Manual.

FORM 44.

Circular No. 68.

Calcutta, the 3rd February 1941.

For "Bengal Form No. 379" at the top, and *for* "rule 52 (2)" in the heading of Form No. 44, page 411, *insert* "Bengal Form No. 5572" and "rule 49 (2)", respectively.

2. The correction should be made by hand.

1. Mauza..... J. L. No..... R. S. No.....

2. Mauza..... J. L. No..... R. S. No.....

It is hereby notified to all classes of proprietors, landlords and tenants of the abovenamed mauzas that mauza....., J. L. No....., R. S. No....., being small in area, for the convenience of a survey and preparation of record-of-rights, it has been decided to survey it and to prepare a record-of-rights along with J. L. No....., R. S. No....., Mauza....., by the name of.....as one unit under section 115A of the Bengal Tenancy Act.

Anyone having any objection to this should file a petition of objection before this Settlement Court within.....days of the service of this notice.

Signed by me and sealed with the seal of the Court this.....day of the month of.....19 .....

Camp..... *Revenue Officer.*

Date..... For *Settlement Officer.*

Rule 29, Inspection of Cadastral and Khanapuri (Technical).] FORM 45.

Register of Tauzi Enquiries.

CIRCLE NO..... .....SETTLEMENT.

Serial No.	Tauzi number of which enquiry is to be made.	Date fixed for enquiry.	Date of issuing notices.	Date of completion.	Date of despatch of malikí khatians to camp concerned.	Remarks.
1	2	3	4	5	6	7

Rule 325, Manual.] FORM 46.

6.

Register of Security Deposits of Inspectors and Amins.

1. Serial number.
2. Name and number of Inspector of Amin.
3. Pass Book number.
4. Name and address of heir.

Deposits in season .. 5. Amount already deposited

6. (a) Date. (b) Amount.

7. In whose favour pledged.

8. Remarks.

Rule 325, Manual.] FORM 47.

6.

Description and Qualification Roll of Inspectors and Amins, Season 19.... 19....

1 Number.	2 Name.	3 Caste.	4 Father's name.	5 Residence.	6 Marks of identification.	7 Date of entry or enrolment.	8 Security deposit (if any).	9 Remarks.	10 Thumb impression or signature.
				Village Post office District	Height Ft. in.		Rs. A.		
				Village Post office District	Height Ft. in.		Rs. A.		

Rule 335, Manual.]
O.

FORM 48.

Record-Room Register of Records.

THANA..... HALKA NO.....

Name of mauza.	No. of mauza.	Thak trace.	Khatian.		Khasra and Note-sheet, etc.				Boundary Disputes.		Attestation.				Dispute list.		Section 105.		Section 106.		Final record.		Copies..			Others papers.				
												Files.									Khatian.		Khatian.						
			Volumes.	Number. Pages.	Volumes.	Number of Plots.	Pages.	Note sheet, Reference List, Agricultural List and other papers.	Files.	Pages.	Plot-index.	Other papers.	First file.	Second file.	Third file.	Volumes.	Pages.	Bundles.	Pages.	Bundles.	Pages.	Volumes.	Pages.	Number of copies.	No. of khatians with bata or missing Nos.	Number of pages.	Description of papers.	Bundles.	Pages.	Initials of the Record-keeper with date.	Remarks.
1	2	3	4			5				6		7			8		9		10		11		12			13			14	15

Rule 335, Manual.]
O.

FORM 49.

Register of movement of papers in the Record-Room.

Paper made over.	Date of making over.	Signature of recipient.	Date of returning.	Initial of the Record-keeper.	Paper made over.	Date of making over.	Signature of recipient.	Date of returning.	Initials of the Record-keeper.	Paper made over.	Date of making over.	Signature of recipient.	Date of returning.	Initials of the Record-keeper.	Paper made over.	Date of making over.	Signature of recipient.	Date of returning.	Initials of the Record-keeper.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

N. B.—The above register is reproduced as a sample. Extra columns may be added where necessary.

Rule 235, Manual.]

FORM 51.

Register of Records and papers made over to other branches.

.....SETTLEMENT.

POLICE-STATION.....

Jurisdiction List No.	Name of mauza.	Register of correction of map.		Mark Register.		Sheet.		Khasra.		Agricultural stock list.		Note regarding missing taunis.		105 Form.	
		Number of papers.	Signature of recipient with date.	Number of papers.	Signature of recipient with date.	Number of papers.	Signature of recipient with date.	Number of papers.	Signature of recipient with date.	Number of papers.	Signature of recipient with date.	Number of papers.	Signature of recipient with date.	Number of papers.	Signature of recipient with date.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

107 Form.		Register of Chaukidari Chakran land.		Register of public land.		Barat Register.		Jamah Form.		Vandyke memo.		Demand Register.		108A Cases.		Records.		Remarks.
Number of papers.	Signature of recipient with date.	Number of papers.	Signature of recipient with date.	Number of papers.	Signature of recipient with date.	Number of papers.	Signature of recipient with date.	Number of papers.	Signature of recipient with date.	Number of papers.	Signature of recipient with date.	Number of papers.	Signature of recipient with date.	Number of papers.	Signature of recipient with date.	Number of papers.	Signature of recipient with date.	
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35

Rule 335, Manual.]

B.

FORM 50.

Record-room Register of Registers.

Year.

Camp.

1. Date of receipt.
2. Description of Register.
3. Number of pages.
4. Initial of Record-keeper.

If register taken out ..
5. Rack number.
6. Remarks.
7. Initials of person, taking, and date.
8. Initials of Record-keeper when returned, and date.

The above register is reproduced as a sample.

Rule 346, Manual.]

C.

FORM 52.

Diary of Technical Adviser.

1. Date.
2. Circle number.
3. Name of Kanungo or Inspector.
4. Name of Amin.

Partal
5. Name of village.
6. Survey number of Sheet.
7. Lines.
8. Chains.
9. Links.
10. Remarks.

N.B.—The remarks column will contain criticisms of survey. Will be sent by the Settlement Officer so as to reach the Director of Land Records and Surveys on the 10th of each month.

Rule 3, Inspection of Cadastral Survey and Khanapuri, Technical.] A.

FORM 53.

(Where demarcation is required.)

Special notice issued to proprietors and occupiers of land.

Special notice under Bengal Survey Act, No. V of 1875, in continuation of the general proclamation.

To all occupants of land and to all persons employed or connected with the management of estates (tenures or holdings) in the undermentioned village (or estate, etc.).

It is hereby notified, in continuation of the general proclamation dated , that the undersigned (or whoever may be sent) will proceed to the demarcation and survey of the undermentioned village on or about the date specified below; and this is to give you notice that you should attend personally or by agent, for the purpose of pointing out the boundaries of all lands belonging to your estate, or tenure, etc., situated in such village, and for rendering all aid that may be necessary in setting up or repairing boundary marks, and of affording such assistance or information as may be required of you for the purposes of the survey. You are therefore called upon under sections 5 and 6 of the said Act, to demarcate immediately on receipt of this notice, the boundaries of your village (or estate tenure, etc., as the case may be) by erecting mounds of earth at all bends on this boundary, so that there may not be any loss of time or hindrance to the work. In case no mounds of earth have already been erected, you should drive into the ground, at each bend of the boundary, a bamboo peg of three cubits height, and erect around it a mound of earth, to a height of two cubits.

Date.....*19* . *Assistant Superintendent of Survey.*

NOTE.—Here state name of village or estate, etc.

Rule 3, Inspection of Cadastral Survey and Khanapuri, Technical.] A.

FORM 54.

(Where demarcation is not required.)

Notice.

VILLAGE.....THANA.....THANA NO.....DISTRICT.....

To

THE LANDLORDS AND TENANTS,

.....

You are hereby informed that you should either yourself or by competent agent attend before $\frac{\text{me}}{\text{the amin}}$ in the field when doing $\frac{\text{Survey}}{\text{Khanapuri}}$ $\frac{}{\text{Bujharat}}$ on..... and be prepared to give such information connected with survey and record-of-rights as may be required of you.

Date.....*19* . *Kanungo or Assistant Settlement Officer.*

Rule 39, Cadastral Survey, Technical.]

A.

FORM 55.

AMIN'S DIARY.

NAME AND SERVICE.
NUMBER OF AMIN.

AMIN'S DIARY.

To be submitted on the 15th and the last day of each month.

Resurvey done for the rectification of wrong survey should be shown separately in red ink and excluded from the total.

Obverse.

Month and date.	Name and number of village and number of sheet.	Kistwar.			Khanapuri.		Remarks.
		Traverse and sub-traverse lines.	Quadrilaterals.	Kistwar.	Number of plots.	Acres.	
1	2	3	4	5	6	7	8
		Chains.	Chains.	Acres.			
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
	Total (excluding resurvey).						

		Name of Mauza.	Kistwar	32-inch.	Khanapuri.		
			Acres.	Acres.	Plots.	Acres.	
	Total area of the mauza.						

Reverse.

1	2	3	4	5	6	7	8
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
	Total (excluding resurvey.)						

(The Amin should not write anything on this portion except his name and number.)

Work.		Amount done during the month.			Amount due.			Retrenchment.	Amount.			Month.
	Mauza, name and number.	Internal plotting.	32-inches.	Khanapuri.	Rs.	A.	P.	Fines (orders attached).	Rs.	A.	P.	Signature of Karnugo.
								Other retrenchments (orders attached).				Net amount due. Rs. A. P.
	Other credits (orders attached).											Name of Amin.
	Total ..							Total ..				

N.B.—Necessary addition for traverse will be made in minor settlements when Amins are paid for traverse.

Rule 375, Manual and rule 31, Inspection of Cadastral Survey and Khanapuri, Technical.]

B.

FORM 56.

Mark list or Register.

Halka No. (prepared by the Inspector / Kanungo at Khanapuri / Field bujharat).

Village in which situate.

1. Serial No.
2. Name and R. S. No.
3. Plot No.
4. Condition.
5. Remarks (here enter type and class if not a traverse trijunction, and, also in case of a traverse trijunction mark, note if not on true trijunction. When a trijunction mark has been erected by the Settlement Officer enter the fact).
6. Date of examination with initials. When a trijunction mark has been erected by the Settlement Officer enter the fact.

Rule 382, Manual.]

A.

FORM 57.

Register of boundary and special marks.

District. Thana.

1. Serial number of mark.
2. J. L. number and name of mauza in which situated.
3. Plot number.
4. Number and name of Union in which situated.
5. Serial number of Chaukidari Union to which allotted.
6. Remarks.

Rule 704, Manual.]

A.

FORM 58.

Dafadari register of boundary and special marks.

District. Thana.

1. J. L. number and name of mauza.
2. Number of mark.
3. Trijunction mark.
4. Special mark.
5. Reports.
6. Orders.

Rule 385, Manual and rule 1, Khanapuri, Technical,] A.

FORM 59.

WORKING KHATIAN.

Obverse.

MAUZA.....No.....THANA.....PARGANA.....

REVENUE SURVEY No.....TAUZI No.....

Of superior interest.			Present rent payable by this interest.			Cess.	Remarks.	Settled under section.		
Khatian No. (including Sub-Nos.).	Description of interest and names of possessors (in brief).	Share of each.	As stated by Landlord.	As stated by Tenant.	As ascertained by the Revenue Officer.			Rent.	Cess.	Date from which rent will come into force.
1	2	3	4	5	6	7	8	9	10	11

THIS INTEREST.

Khatian No. (including Sub-Nos.).	Description of the interest and name, etc., of the Tenant or occupant (in detail).	Share.	Class to which Tenant belongs with particulars.	Special conditions and incidents of the tenancy.
12	13	14	15	16

SUBORDINATE INTERESTS.

No. of Khatian (including Sub-Nos.) to which the subordinate interests pay rent.	List of separate khatians of subordinate interests.
17	18

Reverse.

LAND IN DIRECT POSSESSION OF THIS INTEREST.

Plot No.	Northern boundary.		Class of land.	Remarks.	Total area of plot.		Extent of share of this interest within the plot.	Proportionate area of this interest within the plot.		
	Plot No.	Occupier.			Acres.	Decimals.		Acres.	Decimals.	Local measure
19	20	21	22	23	24		25	26		27
				Total area of khas land ..						
				Total area of subordinate interests ..						
				Grand total ..						

Rules 38[illegible]
A.

DISTRIC
PARGAN.

Khatian N
including
Sub-Nos.

Khatian
(including Sh

Notes or cor
sections 105A
106A (into w

Number of K
Sub-Nos.) of th
subordina

Plot
No.

Occupi
hom

FORM 60

Final Khatian.

Obverse.

District..... Mauza..... J. L. No..... Khatian No.....

Thana..... Pargana..... Revenue Survey No..... Tauzi No.....

Of superior interest.		Payable by this interest.		Remarks.	Settlement under section and from which date.		
Description of interest and names of possessors (in brief).	Share of each.	Rent.	Cess.		Rent.	Cess.	....

This Interest.

Description of interest and name, etc., of tenant or occupant.	Share.	Class to which tenant belongs and special conditions and incidents of tenancy.

Notes or corrections according to sections 105, 106, 108, 109 and 115B (including number of suits and year).	

Rule 385, Manual, and rule 1, Khanapuri, Technical.]

A.

FORM 61.

Khasra.

MAUZA.....REVENUE SURVEY NO.....THANA.....

Plot number.	Class of land.	Khatian in which included.	Total area of plot.		Share of plot in each Khatian.	Proportionate area of plot in each Khatian.		Actual possessor (in brief).	Remarks.
1	2	3	4		5	6		7	8
			Acres.	Dec.		Acres.	Dec.		

Khasra.

																		cropped area.*		
																		Area.		Method of irrigation from which plot.

Bengal Form No. 5465.
Rules 1, 32, 46-48, Khanapuri Technical.]

FORM 62.

Settlement,

Dispute List—বিবাদের ফর্দ্দ।

বিবাদের ক্রমিক নম্বর— দাখিলের তারিখ—

মৌজার নাম ও নম্বর—

থানা— জিলা— হুল্কা নং—

১। ১ম পক্ষ।		৩। বিবাদের বিষয় (সংক্ষিপ্ত)।
২। ২য় পক্ষ।		

৪। যে যে খতিয়ান সম্বন্ধে আপত্তি তাহার নম্বর।	৫। যে যে দাগ সম্বন্ধে আপত্তি তাহার নম্বর।	৬। আপত্তির রকম অর্থাৎ স্বত্ব সম্বন্ধে, না দখল সম্বন্ধে ইত্যাদি।

খানাপুরি বা বুঝারত কর্ম্মচারীর আদেশ অনুসারে।		তদন্দিকের কর্ম্মচারীর আদেশ অনুসারে।		Whether decision upheld, modified or reversed (under section 103A) with initial of officer. ১১
দাগ নং ৭	খতিয়ান নং ৮	দাগ নং ৯	খতিয়ান নং ১০	

তামিলকারকের হস্তথত মায় তারিখ। ১২	তামিলকারকের হস্তথত মায় তারিখ।	
	তামিল। ১৩	জাঁচ্। ১৪

Present on behalf of 1st Party. ১৫	Present on behalf of 2nd Party. ১৬

Grounds of decision and order with final orders in Bengali.

১৭

Rule 460, Manual and rule 1, Khanapuri, Technical. (Major and minor operations.)]

A.

FORM 63.

Agricultural stock statement.

VILLAGE.....PARGANA.....THANA.....THANA NO.....DISTRICT.....

KHANAPURI YEAR 19....19....

Number of homestead plots. If more than one, total of many of the same name in village.	Livestock.																		Implements.		
	Bulls.	Bulls reared or bred at Government farms with name of farm.	Bullocks.	Cows.	Calves.	Male buffaloes.	Female buffaloes.	Buffalo calves.	Sheep.	Goats.	Horses.	Mares.	Young stock (colts and fillies).	Mules.	Donkeys.	Elephants.	Camels.	Pigs.	Ploughs.	Carts.	
1	a	a	a	a	a	7	a	9	10	11	12	13	14	15	16	17	18	19	20	21	22

Rule 1, Khanapuri, Technical]

A.

FORM 64.

Reference list of notable objects.

MAUZA NAME.....HALKA NO. .....
REVENUE SURVEY NO. .....THANA.....

Details.	Plot numbers.
Village sites (with local names)—	
Christian places of worship	
Temple	
Mosque	
Graveyard	
Dak bungalow	
Rest-house	
Post office	
Telegraph office	
Post and Telegraph office combined	
Public offices and buildings	
Large residential houses	
Thanas and Out-posts	
Bazar or market (with day)	
Dispensary or Hospital	
*Main road (metalled) from to	
*Ditto (unmetalled) from to	
Village cart track	
Railways	
Railway stations	
Tramways	
Rivers and streams	
Ferries	
Sand	
Perennial water	
Swamp or marsh	
Jungle (with class)	
Tanks	

* State whether embanked or unembanked.

Rule 386, Manual and rule 28, Khanapuri, Technical.]

A.

FORM 65.

List of lands in which the public have common rights or easements.

Plot number.	Khatian number.	Area in acres.	Use, description, right or easement.
4	5	5·7	Grazing ground.
6, 7, 8	4, 5, 6	10·2	Village road.
5	3	·57	Cremation ground.
14	2	·81	Tank.

Bengal Form No. 380.
[Rule 24, Inspection of Cadastral Survey and Khanapuri—Technical.]

FORM 66.

Tenure tree.

SETTLEMENT.

NAME OF MAUZA.....
J. L. No. .....
NAME OF THANA.....

NAME OF PARGANA.....
NAME OF MAHAL.....
NAME OF TAUZI .....

Grade No.									Grade No.

[Rule 24, Inspection of Cadastral Survey and Khanapuri—Technical.]

FORM 67.

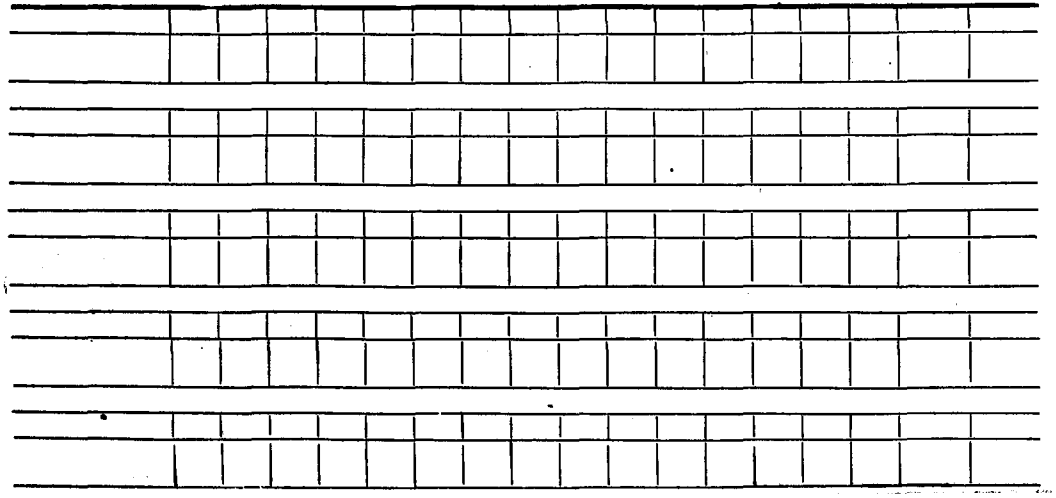
Standard tenure tree.

.....SETTLEMENT.

NAME OF PARGANA .....

TAUZI NUMBER.....

NAME OF MAHAL .....



Village name and Jurisdiction List No.	Ekwal No.	Ekwal No.	Ekwal No.	Ekwal No.	Ekwal No.	Ekwal No.	Ekwal No.	Ekwal No.	Ekwal No.
	Khatian No. in the village.	Khatian No. in the village.	Khatian No. in the village.	Khatian No. in the village.	Khatian No. in the village.	Khatian No. in the village.	Khatian No. in the village.	Khatian No. in the village.	Khatian No. in the village.
1	2	3	4	5	6	7	8	9	10

	Ekwal No.	Ekwal No.	Ekwal No.	Ekwal No.	Ekwal No.	Ekwal No.	Ekwal No.	Ekwal No.	Ekwal No.	Ekwal No.
	Khatian No. in the village.	Khatian No. in the village.	Khatian No. in the village.	Khatian No. in the village.	Khatian No. in the village.	Khatian No. in the village.	Khatian No. in the village.	Khatian No. in the village.	Khatian No. in the village.	Khatian No. in the village.
	11	12	13	14	15	16	17	18	19	20

The Ekwal number is that of the compartment on the obverse.

Bengal Form No. 381.
Rule 27, Inspection of Cadastral Survey and Khanapuri—Technical.]

MAUZA..... FORM 68. PARGANA.....

THANA..... **Memo. of Local Nal (i.e., Standard of Measurement).** REV. SURVEY NO.....

THANA NO..... SETTLEMENT. DISTRICT.....

Linear Measure.				Square measure.			Date of local enquiry.	Remarks.
Length in inches of local cubit.	Nal or other local unit.			Local names (of all subdivisions, etc., of the unit).	Values in terms of the local line or unit in column 5.	Equivalent in acres and decimals.		(c) State if the standard or standards are in force throughout the range and (d) whether accepted by all landlords and tenants concerned.
	Local name.	Length in local terms (*e.g.*, cubits or thumb).	Length in feet and inches.					

*Dated*_____ *19* .

Revenue Officer.

Rule 23, Inspection of Cadastral Survey and Khanapuri—Technical.]

FORM 69.

Table of transliteration.

Bengali	English.	Remarks.
অ	A	When final A is not sounded in Bengali, it should be omitted. Examples ছোট Chhota গোপ Gop not Gopa.
আ	Ā	
ই	I	Not EE.
ঈ	Ī	
উ	U	Not OO.
ঊ	Ū	
ঋ	RI	
এ	E	Not A.
ঐ	AI	Not OI.
ও	O	
ঔ	AU	Not O or OU.
ওয়	W	Example না-ওয়ারিশ Na-Waria.
ক	K	
খ	KH	
গ	G	
ঘ	GH	
ঙ	N	
চ	CH	
ছ	CHH	In Indian words. Example ছত্রধর Chhatradhar.
জ	J	In Indian words. Example জানকী Janaki.

Bengali.	English.	Remarks.
জ	Z	To represent Arabic or Persian Zin Arabic or Persian words. Example আর্জী Arázi.
ঝ	JH	
ঞ	N	
ট	T	
ঠ	TH	
ড	D	
ড়	R	Not D.
ঢ	DH	
ঢ়	RH	Not Dh.
ণ	N	
ত	T	
থ	TH	
দ	D	
ধ	DH	
ন	N	
প	P	
ফ	PH	In Indian words. Example ফনী Phani.
ফ	F	In Arabic or Persian words ফকীর Fakir.
ব	B	In ordinary cases. In combination with any letter except ম.
ব	W	Examples ঈশ্বর Iswar স্বত্ব Swatwa but অম্বিকা Ambiká.
	Duplication.	মুজম্মল Mujammal, not Mujambal.
ভ	Bh	Not V.
ম	M	

Bengali.	English.	Remarks.
য	J	Example যামিনী Jamini.
য়	Y	Example নারায়ণ Narayan.
য়	I	When used for facility of writing diphthong ; or in certain Arabic or Persian words. Example খয়রাবাদ Khairábád not Kharábád.
য়	Nil	When used as a stepping stone between two vowels. Example কাটাদিয়া Kátádiá not Kátádiyá.
য-ফলা	Y	Example শ্যামাচরণ Syámácharan.
	Dupli-cation.	করিমুল্যা Karimullá not Karimullya. *N.B.*—When য is followed by য-ফলা the former as usual becomes J and the latter as usual becomes Y. Example সূর্য্য Surjya ; ন্যায্য Nyajya.
র	R	
ল	L	
শ	S	Not SH. *See* Sir W. Hunter's History under Sákta Siváji, etc.
ষ	SH	
স	S	Not SH.
হ	H	
জ্ঞ	JN	Not G or GY.
ক্ষ	KSH	Not KH or KHY or Q; Lakshman, etc.
ং	NG	At the end of words. Example পতাং Patang.
ং	N	In the middle of words. Example সংসার Sansar, সিংহ Sinha.
ঃ	H	Example জ্যোতিঃ প্রসাদ Jyotih Prasád.
ঃ	Dupli-cation.	Example মুফস্সল Mufassal not Mufahsal.
ঁ	N	Examples খাঁ Khán কাঁচরাপাড়া Kanchrápárá.

[Rule 32, Inspection of Cadastral Survey and Khanapuri, Technical.]

A.

FORM 70.

Circle officer's diary.

(To be submitted to charge officer on 2nd and 17th of each month.)

Date.	Inspected.		Number of miles travelled.	Partal.				Disputes decided.	Other work.	Remarks.
				Cadastral.		Khanapuri.				
	Halka.	Mauza		Sheet No.	Chains and links.	Sheet No.	Plots.			
1	2	3	4	5	6	7	8	9	10	11
		Total ..								

[Rule 92, Inspection of Cadastral Survey and Khanapuri—Technical.]

A.

FORM 71.

Kistwar and khanapuri progress register.

BLOCK..... CIRCLE NO..... HALKA NO..... NAME OF KANUNGO .....

Mauza name with J. L. No. and class and name of Amin.	Area according to jurisdiction list.	Kistwar.					Khanapuri.							With how many villages inside the halka boundary comparison accomplished.	With how many villages inside the halka boundary comparison completed.	With how many villages outside the halka boundary comparison accomplished.	With how many villages outside the halka boundary comparison completed.	Date of sending sheet to area section.	Date of receiving sheet back.	Date of completing Khana record work.	Remarks.
		Date of commencement.	Date of plotting completion.	Internal plotting.		Date of completion.	Date of commencement.	Number of plots.		Number of disputes.			Date of completion.								
				Done.	Partialed.			Done.	Checked.	Instituted.	Decided.	Tumbled.									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

Columns 1 and 2 will be filled up at the beginning of the season. Some space should be left under large mauzas as internal plotting (for example) may extend into three fortnights, requiring three entries under each other. Columns 3 to 22 will be filled up as the work proceeds. Every kanungo will make duplicate copies. One he will retain, the other sent to the Circle Officer; it will be returned for re-submission before the end of the fortnight. The one register will be used throughout the season. Partial and decisions of disputes by superior officers will be included in this register, but shown separately as such.

[Rule 32, Inspection of Cadastral Survey and Khanapuri—Technical.]

FORM 72.

Officers return of kistwar and khanapuri.

.....SETTLEMENT.

BLOCK..... CIRCLE NO. ..... RETURN ENDING.....

Halka No.	Area.	Kistwar previous return.		Kistwar present fortnight.		Kistwar total up to date.		Khanapuri previous return.		Khanapuri present fortnight.		Plots checked.	Khanapuri total up to date.		Plots checked.	Pending		Officers Partal.		No. of Amins working during this fortnight.	
		Internal.	Partal.	Internal.	Partal.	Internal.	Partal.	Plots.	Acres.	Plots.	Acres.		Plots.	Acres.		Kistwar.	Khanapuri.	Kistwar.	Khanapuri.	Kistwar.	Khanapuri.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

[Rule 33, Inspection of Cadastral and Khanapuri—Technical.]

FORM 73.

Bill register.

CADASTRAL CIRCLE CAMP.

.....SETTLEMENT.

Serial No. (Sub-voucher).	Names of Amin or clerk or peon, etc.	Nature of work (kistwar, khanapuri, orderly, peon, etc.).	Mauza name and jurisdiction list No.	Number of acres, plots or parchas.	Amount billed for.	Amount disbursed.	Date of disbursement.	Remarks.
1	2	3	4	5	6	7	8	9

[Rule 33, Inspection of Cadastral and Khanapuri—Technical.]

FORM 74.

Mauzawar register of work done.

.....SETTLEMENT.

Name of Mauza.	Billed for.		Khanapuri.		Field Area Statement.		River area excluded.	Kistwar.		Khanapuri.		Total.		
	Kistwar.													
	Area.	Amount drawn.	Plots.	Amount drawn.	Area in acres.	Plots.		Excess drawn.	Less drawn.	Excess drawn.	Less drawn.	Excess drawn.	Less drawn.	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
		Rs.		Rs.				Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	

[Rule 106, Manual, and Rule 33, Inspection of Cadastral Survey and Khanapuri—Technical.]
A.

FORM 75.

Disbursement certificate.

(SUB-VOUCHERS FOR BILL NO....., DATED.....).

HALKA NO.....

Name and office of recipient.	Amount to be received.				Signature of recipient.	Date of receipt.
	In English.			In Bengali.		
	Rs.	A.	P.			
Total ..						

All the above payments have been made in full within the..... instant.
Forwarded to the Accountant.

Kanungo or Revenue Officer.

Date.....19.....

[Rule 34, Inspection of Cadastral Survey and Khanapuri—Technical.]
B.

FORM 76.

Register of processes.

1. Serial No.
2. Description of process.
3. Serial number of case.
4. Name and address of person on whom process issued.
5. Number of duplicate processes accompanying original.
6. Date of delivery to peon.
7. Name of peon.
8. Date on which process is returnable.
9. Date of return.
10. How process served.
11. Date of service.
12. Amount of process fee, if any.
13. Realisation of process fee.
14. Remarks.

[Board's Form, Rule 34, Inspection of Cadastral Survey and Khanapuri—Technical.]

FORM 77.

Daily register of court-fees realised in Revenue Courts.

1. Serial number of document.
2. Process fees.
3. Other fees.
4. Date.
5. Daily total—
   (*a*) Process fees.
   (*b*) Other fees.
   (*c*) Total.
6. Remarks.

[Rule 34, Inspection of Cadastral Survey and Khanapuri—Technical.]
B.

FORM 78.

Register of miscellaneous petitions.

1. Serial number.
2. Name of village.
3. Name of applicant.
4. Abstract of petition.
5. Abstract of order.
6. Remarks.

[Rule 13, Inspection of Cadastral Survey and Khanapuri—Technical.]

FORM 79.

A.

Notice of local enquiry in village boundary disputes.

To

.....

.....

Whereas it appears that there is a dispute regarding the boundary between the villages named below, and whereas it has been decided to hold a local enquiry about the matter of this dispute on..... according to section 41 of Act V of 1875 for the purpose of deciding the boundary in dispute; you are hereby ordered to appear either in person or by authorized agent with all documentary and other evidence which may be available at the disputed boundary on..... ..... at..... o'clock. Herein fail not. Dated.....

1st Village .....

2nd Village .....

Assistant Superintendent of Survey.

[Rule 36, Inspection of Cadastral Survey and Khanapuri—Technical.]

FORM 80.

Boundary dispute case khasra.

THANA.....VILLAGE..... *versus* THANA.....VILLAGE.....

Plot No.	Area.		Class of land.	According to 1st party.		According to 2nd party.		Remarks.
	A.	D.		Possessor.	Landlord.	Possessor.	Landlord.	

[Rule 13, Inspection of Cadastral Survey and Khanapuri—Technical.]

B.

FORM 81.

Register of boundary disputes.

1. Serial number.
2. Date of receipt at headquarters.
3. Cadastral circle.
4. Names and R. S. numbers of villages concerned.
5. Date of Kanungo's report.
6. Date of Circle Officer's report.
7. Date of preliminary order by Charge Officer or Settlement Officer.
8. Date of despatch to Circle Officer.
9. Name of officer making final enquiry at attestation.

Date of:
10. Report, if any.
11. Final order.
12. Date of despatch to Attestation Officer, if decided by Charge Officer or Settlement Officer.
13. Date of "tamil" in maps and records, with signature.

Appeals date of:
14. Filing.
15. Disposal.

Whether original order is:
16. Upheld.
17. Modified.
18. Reserved.
19. Remarks.

NOTE 1. Columns 1—8 will be filled up during the Cadastral season.
„ 2. Necessary changes can be made when disputes are decided during the Cadastral season.

[Rule 34, Inspection of Cadastral Survey and Khanapuri—Technical.]

B.

FORM 82.

Fine Register.

1. Serial No.

Imposition:
2. Date.
3. Name and address of person fined.
4. Section of law.
5. Amount.
6. Initial of Assistant Settlement Officer.

Realisation:
7. Date.
8. How realised.
9. Initial of Assistant Settlement Officer.

Balance outstanding at end of season:
10. Amount.
11. Order of Settlement Officer with date.

12. Remarks.

[Rule 4, Field Bujharat—Technical.]
A.

FORM 83.

Khatian Totals.

MAUZA..... REVENUE SURVEY NO..... HALKA.....

THANA.....

Khatian number.	Area.	Area at bujharat.	Khatian number.	Area.	Area at bujharat.	Khatian number.	Area.	Area at bujharat.	Khatian number.	Area.	Area at bujharat.
1	2	3	4	5	6	7	8	9	10	11	12
1	..	..	26	..	..	51	..	..	76	..	..
2	..	..	27	..	..	52	..	..	77	..	..
etc.	..	..	etc.	..	..	etc.	..	..	etc.	..	..
25	..	..	50	..	..	75	..	..	100	..	..
Total ..		..	..	..	..	..	..	..	..	..	..

(a) Total area of khatians.
(b) Total area of khasra.
(a) and (b) must be filled in according to the totals originally found. If they do not agree, the correction will be shown only when the totals have been rectified.
Passed against the final field area statement.

Signature of Kanungo. *Signature of Revenue Officer.*

A.

FORM 84.

Register of corrections of khatian totals.

1. Khatian number.
2. Area.
3. Area plus.
4. Area minus.
5. New area.

[Rule 9, Field Bujharat—Technical.]
A.

FORM 85.

Register of corrections of maps.

VILLAGE..... THANA.....

NO.... REVENUE SURVEY NO..... HALKA.....

1. Plot number.
2. Class of Error, Map (note if on boundary) or Area Extraction.
3. Area.
4. New plot number.
5. New area.

[Rule 13, Field Bujharat—Technical.]

FORM 86.

Barat Register.

.....SETTLEMENT. BLOCK NO.....

CIRCLE NO.....

NAME AND NO. OF MAUZA..... HALKA NO.....

Serial No.	The village in which the rent is recorded.				Villages the rent of which is included in that of column 5.			Remarks
	Name and No. of mauza.	Thana.	Khatian No.	Rent.	Name and No. of mauza.	Name of thana.	Khatian No.	
1	2	3	4	5	6	7	8	9

Bengal Form No. 394.

Rule 22, Field Bujharat—Technical.

FORM 87.

Thak discrepancy statement.

.....SETTLEMENT.

Thak Chak No.	Tauzi No. of Chak.	Plots in the Chak recorded under a Tauzi different from that in column 2.	Tauzi in which plots in column 3 have been recorded.	Remarks. (Note here if any Tauzi entry missing.)
1	2	3	4	5

11	12	13
If not formally acquired, terms on which held with dates.	If rented, amount of annual rent.	Remarks.

Cessation of any department of occupation for which a mauza is required for use of the Public and whether mauza being sent up as taken on rent or free of

Correction Slip No. 24.

Calcutta, the 7th May 1937.

Page 445. *I—Appendix "X," Form 88.*

(1) *For* the existing heading *substitute* "Register of lands used for public purposes."

(2) *Delete* in the footnote the words "or Irrigation" in the second line.

(3) *Add* the following as an additional footnote :—

"*Note 2.*—After a District Settlement the Register prepared by the Settlement Department should be the future register."

(4) *Add* the following as a new form after form 88 as form 88A :—

(*Page 445A*). *Form 88A*

Register of lands in the occupation of Municipalities, District Boards, Local Boards, Union Boards and Union Committees.

1. Serial number.
2. Name of mouza with J. L. No.
3. Khatian No.
4. Plot No.
5. Area in acres and decimals—

Sub-heads—

(*a*) In settlement.
(*b*) In Collector's papers.
(*c*) Reasons for difference between columns 5 (*a*) and 5 (*b*).

6. Department by which held.
7. Purpose for which held and departmental name, if any.
8. How held, i. e.,

Sub-heads—

(*a*) Whether formally acquired under the law.
(*b*) Khasmahal land.
(*c*) Rented.
(*d*) Rent-free.

9. Number, if any, in Register B-II.
10. Date, Land Acquisition Case number when formally acquired.
11. If not formally acquired, terms on which held, with dates.

[Rule 28, Field Bujharat—Technical.]

FORM 89.

Kanungo's bujharat progress register.

....SETTLEMENT.

Serial No.	Name of village and J. L. No.	Number of plots.	Number of khatians.	Serial number of the villages in the order they are likely to be taken up for bujharat.	Date of receipt from khasra section.	Date of distribution of parchas.	Date of starting bujharat.	Details of progress.				Date of completion of bujharat.	Progress of bujharat janch.		Date of returning records to C.O.	Remarks.
								Bujharat.								
								Plots.	Khatians.	Plots pending.	Total number of disputes decided.		Total number of khatians at recess.	Total area of khatians at bujharat.		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

[Rule 28, Field Bujharat—Technical.]

FORM 90.

Officers' return of bujharat.

.....SETTLEMENT.

BLOCK.....CIRCLE NO.....RETURN ENDING.....

Halka No.	Programme.			Work done.									Pending.		
				Up to last fortnight			This fortnight.			Up to date.					
	Plots.	Khatians.	Acres.	Plots.	Khatians.	Acres.	Plots.	Khatians.	Acres.	Plots.	Khatians.	Acres.	Plots.	Khatians.	Acres.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

[Rule 2, Area Extraction—Technical.] FORM 91.
A.

Field area statement, first. / second. / final.

VILLAGE..... THANA..... THANA NO..... REVENUE SURVEY NO.....
SHEET NO.....

Estimator.

Number of plot.	Area in—		Number of plot.	Area in—		Number of plot.	Area in—		Number of plot.	Area in—	
	Acres.	Dec.		Acres.	Dec.		Acres.	Dec.		Acres.	Dec.
1	2	3	4	5	6	7	8	9	10	11	12
1			1			1			1		
2			2			2			2		
3			3			3			3		
4			4			4			4		
5			5			5			5		
6			6			6			6		
7			7			7			7		
8			8			8			8		
9			9			9			9		
10			10			10			10		

Computed by.....
Examined by.....

[Rule 4, Area Extraction—Technical.] FORM 92.
A.

Field area statement.....Badar list.

VILLAGE..... REVENUE SURVEY NO..... THANA.....

Estimator.

[NOTE.—Two sheets are not to be shown in the same column.]

Sheet No.	Plot No.	Area in—		Agrees with.	Sheet No.	Plot No.	Area in—		Agrees with.	Sheet No.	Plot No.	Area in—		Agrees with.
		Acres.	Dec.				Acres.	Dec.				Acres.	Dec.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Total correct.	First working.				Total correct.	First working.				Total correct.	First working.			
	Second working.					Second working.					Second working.			
	Badar.					Badar.					Badar.			

[Rule 7, Area Extraction—Technical.]

A.

FORM 93.

Field areas—First totals.

VILLAGE....., THANA..... , REVENUE SURVEY NO.....

Survey number.	By tens.	Area.		Total.		Survey number.	By tens.	Area.		Total.	
		Acres.	Dec.	Acres.	Dec.			Acres.	Dec.	Acres.	Dec.
1	2	3	4	5	6	7	8	9	10	11	12
	10										
	20										
	30										
	40										
	50										
	60										
	70										
	80										
	90										
	100										
Totals ..						Totals ..					

[Rule 7, Area Extraction—Technical.]

A.

FORM 94.

Field areas—Second totals.

VILLAGE....., THANA..... REVENUE SURVEY NO.....

Survey number.	Plots.	Area.		Total.		Survey number.	Plots.	Area.		Total.	
		Acres.	Dec.	Acres.	Dec.			Acres.	Dec.	Acres.	Dec.
1	2	3	4	5	6	7	8	9	10	11	12
	15										
	30										
	50										
	65										
	80										
	100										
Totals ..						Totals ..					

[Rule 8, Area Extraction—Technical.]
A.

FORM 95.

Offset form.

$\frac{\text{First}}{\text{Second}}$ Working.

Village....., Revenue Survey No..... Thana.....

Sheet No.....

Station letter.	Offsets			
	+		−	
	Acres.	Decimals.	Acres.	Decimals.
1	2	3	4	5

[Rule 11, Area Extraction—Technical.]
A.

FORM 96.

Final offset form.

Sub-circuit No..... . .....

Survey number.	Name of village.	Station letter.	Offsets.			
			+		−	
			Acres.	Dec.	Acres.	Dec.
1	2	3	4	5	6	7

Main No.

Survey number.	Name of village.	Station letter.	Offsets.			
			+		−	
			Acres.	Dec.	Acres.	Dec.
8	9	10	11	12	13	14

[Rule 17, Area Extraction—Technical.]

FORM 97.

Area Section General Register, No. I.

(Halkawar.)

1. Name and No. of village.
2. Date of receipt.
3. Number of sheets.
4. Number of plots.

Areas — 1st working / 2nd working:
- 5/9. Name of estimator.
- 6/10. Commenced (date).
- 7/11. Finished.
- 8/12. Errors.

Means:
- 13. Extracted by.
- 14. Commenced (date).
- 15. Finished.

Badars — 1st / 2nd:
- 16/21. Name of estimator.
- 17/22. Number.
- 18/23. Commenced (date).
- 19/24. Finished.
- 20/25. Errors.

Totals — 1st / 2nd:
- 26/29. Areas totalled by
- 27/30. Commenced (date).
- 28/31. Finished

Check totals:
- 32. Totals checked by
- 33. Areas totalled by
- 34. Commenced (date).
- 35. Finished

Offsets — 1st working / 2nd working:
- 36/39. Extracted by
- 37/40. Commenced (date).
- 38/41. Finished

Out check:
- 42. Name of estimator.
- 43. Commenced (date).
- 44. Finished

45. Date of passing.
46. Date of despatch
47. Remarks.

[Rule 17, Area Extraction—Technical.]

FORM 98.

Area Section Register of Individual Return of Work, No. II.

(Enter only villages complete in each branch.)

1. Date
2. Name of estimator.

Area— 1st working / 2nd working:
- 3/5. Villages.
- 4/6 Fields.

Means:
- 7. Villages.
- 8. Fields.

Badars:
- 9. Villages.
- 10. Fields.

Totals— 1st / 2nd:
- 11/13. Villages.
- 12/14. Fields.

Check totals:
- 15. Villages.
- 16. Fields.

Offsets— 1st working / 2nd working:
- 17/19. Villages.
- 18/20. Sheets.

21. Remarks.

[Rule 17, Area Extraction—Technical.]
C.

FORM 99.

Area Section, Progress Register, No. III.

(Enter only villages completed in each branch.)

Received ..	1.	Date.	Check totals ..	16.	Villages.
	2.	Villages.		17.	Fields.
	3.	Fields.			
Areas—			Offsets—		
1st working	4/6.	Villages.	1st working	18/20.	Worked villages.
2nd working	5/7.	Fields.	2nd working	19/21.	Entered villages.
Means ..	8.	Villages.			
	9.	Fields.	Areas passed ..	22.	Villages.
Badars ..	10.	Villages.		23.	Fields.
	11.	Fields.			
Totals—	12-14.	Villages.	Despatched ..	24.	Villages.
1st ..				25.	Fields.
2nd	13/15.	Fields.		26.	Remarks.

N.B.—Totals up to date to be shown daily.

[Rules 9, 17, Area Extraction—Technical.]
C.

FORM 100.

Area Section Register, No. IV.

(Pass-Book.)

1.	Serial No.	Area by summation of fields.	8. Acres.
2.	Page number in General Register.		9. Decimals.
3.	Name of village.	Offsets± ..	10. Acres.
4.	Sub-circuit.		11. Decimals.
5.	Main circuit.	Do.— ..	12. Acres.
6.	Halka number.		13. Decimals.
7.	Number of fields.		14. Date of passing and initials of officer.

15. Remarks.

[Rule 17, Area Extraction—Technical.]
C.

FORM 101.

Estimator's Account Register, No. V.

1.	Name of Estimator.	7.	Number of means.
2.	Page in General Register.	8.	Number of 1st and 2nd totals.
3.	Name of village.	9.	Amount.
4.	Number of fields.	10.	Retrenchments.
5.	Number of errors.	11.	Total.
6.	Number of correct fields (1st and 2nd working).	12.	Remarks.

[Rule 18, Khasra Section—Technical.]

FORM 102.

Progress Register of Initial Recess Work.

.....SETTLEMENT.

Serial No.	Name of mauza with jurisdiction No.	Date of receiving sheets from Kanungos.	Date of sending sheets to Area Section.	Date of receiving sheets from the Area Section.	Date of receiving records from Kanungos.	Number of Khatians.	Number plots.	Copying Khatians.				Entering area in Khasra.				Entering area in Khatian.				Total amount for the mauza.	Date of sending sheets and records to Kanungo.	Remarks.
								Signature of Kanungo.	Date of beginning.	Date of completion.	Amount at as per Khatian.	Signature of Kanungo.	Date of beginning.	Date of completion.	Amount at as per 1,000 plots.	Signature of Kanungo.	Date of beginning.	Date of completion.	Amount at as per 1000 plots.			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23

M 103.

Khasra.

.....PARGANA.....

MILAN KHASRA

.....THANA.....TAHSIL.....KHANAPURI YEAR 19 -19 .

[Rule 460, Manual, Rule 8, Khasra Section—Tech A.

| Khasra page. | If need for totals of many villages, enter name of village. | Area sown. | | | | | | | | | | Area not available for cultivation. | | | | | | | | | | | | Culturable area other than current follow. | | | | | | | | | | | | c Current fallow. | | Old fallow. | | Groves not fruit-bearing and bamboos. | | Cultivable jungle. | | Other kinds. | | Total. | | Details of irrigated area as regards crops. | | | | | | | | | | | | | | | | | | Number of wells. | | | | Remarks. | |
|---|---|---

[Rule 460, Manual and rule 6, Khasra Section—Technical.] FORM 104.

A.

Crop statement.

VILLAGE.....PARGANA.....DISTRICT.....THANA.....THANA NO.....KHANAPURI YEAR 19 -19 .

Khasra page. (If used details of villages, blank villages.)	Cereals and Pulses.												Oilseeds.						Condiments and spices.		Sugar.			
	Rice.				Wheat.	Barley.	Gram or bajra.	Ragi or marua.	Maize.	Jowar.	Gram (pulse).	Other foodgrains, including pulses.	Linseed.	Sesamum (til or jinjili).	Rape and mustard.	Groundnut.	Coconuts.	Others.			Sugarcane.	Others.		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19		20	21		
	A.	D.	A.	D.	A.	D.	A.	D.	A.	D.	A.	D.	A.	D.	A.	D.	A.	D.	A.	D.	A.	D.	A.	D.	A.	D.	A.	D.
Total ..																												

Column 18—Other oilseeds, e.g., castor or surguja (guizotia abyssinica), etc.
" 21—Other sugar, e.g., date palm and palmyra palm.

Column 25—Other fibres, e.g., rhea, agave, and sabaigrass.

Khasra page. (If used details of villages, blank villages.)	Fibres.				Dyes.		Drugs and Narcotics.						Fodder crops (including jawar and bajra).	Fruits and vegetables (including root-crops).			Miscellaneous crops.		Total.	Area sown more than once.	Net area sown.	Remarks.
	Cotton.	Hemp (sunn).	Jute.	Others.	Indigo.	Others.	Tea.	Tobacco.	Cinchona.	Indian hemp (gania).	Betel.	Others.		Fruits.	Potatoes.	Others.	Food.	Non-food.				
	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43
	A.	D.	A.	D.	A.	D.	A.	D.	A.	D.	A.	D.	A.	D.	A.	D.	A.	D.	A.	D.	A.	D.	A.	D.	A.	D.	A.	D.
Total ..																												

Column 27—Other dyes, e.g., annatto, safflower, etc.
Column 33—Other drugs and narcotics, e.g., betelnuts, etc.
Column 39—Miscellaneous, non-food crops, e.g., mulberry, dhaincha, etc.

455

[Pt. X.

[Rule 8, Khasra Section—Technical.]

A.

FORM 105.

Chitta statement.

MAUZA NAME.....HALKA NO. .....THANA NO. .....

[To be used for abstracting and compiling materials for abstract crop statement, etc.]

Khasra page number.	Khasra number.	Rice Bhadoi.		Rice Aghani.		Rice, Rabi (boro).									
		A	D	A	D	A	D	A	D	A	D	A	D	A	D

														Total.	
A	D	A	D	A	D	A	D	A	D	A	D	A	D	A	D	A	D

[Rule 18, Khasra Section—Technical.]

6.

FORM 106.

Khasra Section Register, No. 1.

Daily outturn of work by Inspectors and Muharrirs.

1. Date and month.
2. Serial number.
3. Name of Inspector or Muharrir.
4. Name of village.
5. Number of plots.
6. Number of khatians.
7. Areas entered in khasras.
8. Areas entered in khatians.
9. Milan khasras prepared.
10. Crop statements prepared.
11. Check of disputes, etc.
12. Arrangement of khatians.
13. Comparison of records.
14. Inspector's janch.
15. Final janch of records.
16. Remarks.

N.B.—Each muharrir will also keep a diary.

[Rule 18, Khasra Section—Technical.]

6.

FORM 107.

Khasra Section Register, No. II.

Daily progress of work by Inspectors and Muharrirs.

1. Date and month.

Received ..
- 2. No. of villages.
- 3. Khatians.
- 4. Plots.

Areas entered in khasras.
- 5. No. of villages.
- 6. „ „ plots.

Areas entered in khatians.
- 7. No. of villages.
- 8. „ „ plots.

Milan khasras prepared.
- 9. No. of villages.
- 10. „ „ plots.

Crop statements prepared.
- 11. No. of villages.
- 12. „ „ plots.

Check of disputes and arrangement of khatians.
- 13. No. of villages.
- 14. „ „ khatians.

Comparison of records.
- 15. No. of villages.
- 16. „ „ khatians.

Inspectors' janch.
- 17. No. of villages.
- 18. „ „ khatians.

Final janch
- 19. No. of villages.
- 20. „ „ khatians.

21. Remarks.

N.B.—To be totalled daily.

[Rule 18, Khasra Section—Technical.] FORM 108.

C.

Khasra Section Register, No. III.

Distribution of work by Inspectors and Muharrirs.

1. Serial No.
2. Thana No.
3. Name of village.
4. Area of villiage.
5. No. of khatians.
6. No. of plots.

Areas entered in khasra.
- 7. Name of Muharrir.
- 8. Date of commencement.
- 9. Date of completion.

Areas entered in khatians.
- 10. Name of Muharrir.
- 11. Date of commencement.
- 12. Date of completion.

Milan Khasra prepared.
- 13. Name of Muharrir.
- 14. Date of commencement.
- 15. Date of completion.

Crop statement prepared.
- 16. Name of Muharrir.
- 17. Date of commencement.
- 18. Date of completion.

Check of disputes and arrangement of khatians.
- 19. Names of Inspectors and muharrirs.
- 20. Date of commencement.
- 21. Date of completion.

Comparison of records.
- 22. Name of amin.
- 23. Date of commencement.
- 24. Date of completion.

Inspector's janch.
- 25. Name of Inspector.
- 26. Date of commencement.
- 27. Date of completion.

Final janch ..
- 28. Name of Kanungo or Inspector.
- 28. Date of commencement.
- 30. Date of completion.

31. Remarks.

[Rule 18, Khasra Section—Technical.] FORM 109.

C.

Khasra Section Register, No. IV.

Accounts of Contract Earnings.

1. Name of muharrir.
2. Serial No.
3. Thana No.
4. Name of village.
5. No. of plots.
6. No. of khatians.

Areas entered in khasra.
- 7. No.
- 8. Amount due (Rs. As.)

Areas entered in khatians.
- 9. No.
- 10. Amount due.

Other work ..
- 11. No.
- 12. Amount due.

Preparation of milan khasra and crop statement.
- 13. No.
- 14. Amount due.

15. Grand Total.
16. Retrenchments.
17. Total due.
18. Remarks.

N.B.—Payment will ordinarily be made only for completed records.

[Rule 24, Drawing Section—Technical.]

FORM 110.

Drawing Section. General Register No.

Sheet Register.

SETTLEMENT.

BLOCK .....

POLICE STATION.....

Jurisdiction List No.	Halka No.	Revenue Survey No.	Name of village.	Number of sheets.	Number of plots.	Number of Khasra.	Number of map correction.	Date of receipt from camp.	Glass tracing.			Boundary comparison.			Inking up.		
									Date of issue.	Name of draftsman.	Date of completion.	Date of issue.	Name of draftsman.	Date of completion.	Date of issue.	Name of draftsman.	Date of completion.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

Comparison of map and Khasra for Alamat.			Double plotting.			Printing of heading, etc.			Visual comparison.			Date of despatch to Bengal Drawing Office.	Remarks.
Date of issue.	Name of draftsman.	Date of completion.	Sheet No.	Number of plots.	Signature of draftsman with date.	Date of issue.	Name of draftsman.	Date of completion.	Date of issue.	Name of draftsman.	Date of completion.		
19	20	21	22	23	24	25	26	27	28	29	30	31	32

[Rule 24, Drawing Section—Technical.]

C.

FORM 111

Drawing Section General Register, No. II.

1. Serial number.
2. Date of receipts of maps.
3. Halka number.
4. Name and number of village.
5. Number of sheets.
6. Thana name.
7. Pargana name.

Number of plots:
8. Original number.
9. Fractional numbers.
10. Total.

Comparison of boundaries:
11. Date of issue of maps.
12. Name of draughtsman.
13. Date of return of maps.

Comparison of khasra and maps:
14. Date of issue.
15. Name of draughtsman.
16. Date of return.

Other items of work, etc.:
17. Date of issue.
18. Name of draughtsman.
19. Date of return, etc.

20. Date of despatch.
21. Remarks.

[Rule 24, Drawing Section—Technical.]

C.

FORM 112.

Drawing Section Register. No. III.

Boundary Badar Register.

1. Serial Number.
2. Names of villages affected.
3. Halka number.
4. Date of despatch.
5. „ „ reminder.
6. Date of return.
7. „ „ map correction.
8. Signature of T. A.
9. Remarks.

FORM 113.

Drawing Section Progress Register of Small Scale Maps.

.....SETTLEMENT.

Serial No.	Name of police-station.	No. of villages.	No. of sheets.	Date of receipt of plots.	Progress.												Date of completion.	Date of despatch to Bengal Drawing office.	Remarks.
					Up to end of January.	Up to end of February.	Up to end of March.	Up to end of April.	Up to end of May.	Up to end of June.	Up to end of July.	Up to end of August.	Up to end of September.	Up to end of October.	Up to end of November.	Up to end of December.			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

FORM 114.

Drawing Section Register of Miscellaneous Works Done.

.....SETTLEMENT.

Serial No.	Nature of Miscellaneous work.	Date of making over to Draftsman.	Name of Draftsman.	Date of return.	Cost.	Remarks.
1	2	3	4	5	6	7
					Rs. A. P.	

FORM 115.

Drawing Section Register of previously surveyed Areas.

.....SETTLEMENT.

Old jurisdiction list No.	New jurisdiction list No.	Name of mauza and police-station.	Whether entirely done.	If partly done.		Signature of the Checking Officer at Final Janch after verification.	Remarks.
				No. of plots to be done by this settlement.	No. of plots done by the petty settlement.		
1	2	3	4	5	6	7	8

FORM 116.

Drawing Section Register of Comparison of Maps with Plans of Public Bodies.

.....SETTLEMENT.

Details of plan.		Name and jurisdiction list number of villages in which discrepancies found.	No. of letter with which discrepancies were communicated to authorities with No. of traces sent.	Reply to letters sent.	Final orders of disposal by Technical Adviser with signature.	Date of perusal by Settlement Officer.	Remarks.
From—	To—						
1	2	3	4	5	6	7	8

FORM 117.

Thana Notification Register.

.....SETTLEMENT.

Serial No.	Name of thana.	Date of notification and number.	Name of person who checks the boundary of police-station against notification.	Nature of mistake found if any.	Remarks.
1	2	3	4	5	6

Circle No.....

FORM 118.

Drawing Section Amalgamation Proceedings Register.

.....SETTLEMENT.

Serial No.	Haika No.	Thana.	Village.	Revenue Survey No.	Jurisdiction list No.	Area.	New village.	Jurisdiction list No.	Area.	Date of submission of Kanungo's report to Circle Officer.	Date of submission to Charge Officer before Bujharat.	Sadar case No.
1	2	3	4	5	6	7	8	9	10	11	12	13

[Rule 3, Attestation—Technical.]

FORM 119.

Proclamation before beginning Attestation.

(Rule 56 of Government Rules under the Bengal Tenancy Act, VIII of 1885.)

DISTRICT..... VILLAGE..... NAME.....

THANA..... No.....

To

THE LANDLORDS AND TENANTS.

Take notice that in exercise of the powers conferred on him by the Bengal Tenancy Act and the Government Rules framed under it, a Revenue Officer will begin to attest and to complete the record-of-rights of the said village on*..... at†.....

You are hereby directed to attend at the said time and place or at any time and place which may be fixed by a subsequent notice and to bring your parchase, jamabandis (if any) and whatever evidence, oral or documentary, you desire to produce. Herein fail not.

Dated.....19 . *Revenue Officer.*

* Insert date.

† „ place.

[Rule 62, Attestation—Technical.]

FORM 120.

Register of Remeasurement Fees.

.....SETTLEMENT.

Serial No.	Name of petitioner.	Date of filing.	Plot No.	Amount deposited according to order.	Date of enquiry.	Map changed or not.	Amount refunded.	Amount forfeited.	Net receipt.	Signature of officer.	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12

[Rule 3, Attestation—Technical.]

FORM 121.

Reminder Notice of Attestation.

DISTRICT..... VILLAGE..... NAME.....

THANA..... No.....

To

THE LANDLORDS AND TENANTS.

Whereas by proclamation under rule 56 of the Government Rules under the Bengal Tenancy Act you have already been informed of the date and place fixed for attestation, you are hereby reminded that you should attend with your parchas, jamabandi (if any) and other papers at..... on..... If you fail herein, either attestation will proceed in your absence or proceedings will be taken against you accordingly.

Date.....19 . *Revenue Officer.*

[Rule 95, Attestation—Technical.]

FORM 122.

Fixed rent claim.

.....SETTLEMENT.

VILLAGE.....No.....THANA.....

Serial No.	Number of khatian.	Name of tenant.	Attested rent.	Tenant's evidence.				Landlord's evidence.				Attestation officer's order.	Remarks.
				Rent receipts of the year.	Name of tenant in dakhila and connection with present tenant.	Area if any.	Rent in dakhilla.	Description of paper with year.	Name of tenant and connection with present tenant.	Area if any.	Rent.		
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Bengal Form No. 332.

Rule 62, Attestation—Technical.]

FORM 123.

List of plots, of which specific possession has changed.

.....SETTLEMENT.

MAUZA.....THANA.....

J. L. No.....

No. of plots of which possession is changed.	No. of plots whose N. Boundary is corrected in consequence.	Name of Tamilar.	No. of plot of which possession is changed.	No. of plot which N. Boundary is corrected in consequence.	Name of Tamilar.
1	2	3	4	5	6

N.B.—Column is to be filled up on the Attestation Table.

[Bengal Form No. 383.]

FORM 124.

List of Old and New Number of the Khatians.

.....SETTLEMENT.

NAME OF MAUZA.....NO.....THANA.....

Old No.	New No.	Old No.	New No.	Old No.	New No.	Old No.	New No.
1		26		51		76	
2		27		52		77	
3		28		53		78	
4		29		54		79	
5		30		55		80	
6		31		56		81	
7		32		57		82	
8		33		58		83	
9		34		59		84	
10		35		60		85	
11		36		61		86	
12		37		62		87	
13		38		63		88	
14		39		64		89	
15		40		65		90	
16		41		66		91	
17		42		67		92	
18		43		68		93	
19		44		69		94	
20		45		70		95	
21		46		71		96	
22		47		72		97	
23		48		73		98	
24		49		74		99	
25		50		75		100	

Bengal Form No. 384.
RULE 67, ATTESTATION—TECHNICAL.]

FORM 125.

.....SETTLEMENT.

Abstract of Tauzi and Mauza.

NAME OF MAUZA.....
R. S. No.....
NAME OF THANA.....

PARGANA.....
TAUZI No.....

Calcutta, the 26th March 1943.

Appendix X, page 470.—In Form No. 125 as inserted by correction slip No. 74, dated the 2nd December 1941, *insert* the following *after* serial No. 37 under the head "Korfa":—

38. Protected under section 48C of the Bengal Tenancy Act—on cash rent—
Korfa.....
Dar korfa.....

39. Protected under section 48C of the Bengal Tenancy Act—liable to rent—
Korfa .....
Dar korfa.....

40. Protected under section 48C of the Bengal Tenancy Act—Bhag—
Korfa.....
Dar korfa.....

41. Protected under section 48C of the Bengal Tenancy Act—on produce rent—
Korfa .....
Dar korfa.....

42. Protected under section 48C of the Bengal Tenancy Act—on mixed rent—
Korfa.....
Dar korfa.....

2. *Correct* by hand the serial Nos. 38 to 45 as serials 43 to 50.

13	Other kinds	.. ..	..	quantity.
14	Utbandi ..	Nominal	..	..
		Real	..	..
15	Occupants ..	.. ..	..	..
16	Chakran ..	.. ..	..	..
17	Rent free ..	.. ..	..	..
18	Korfa. With occupancy right,	On cash rent ..	Share fixed quantity.	..
		On produce rent ..		
		On mixed rent ..		
19	Without occupancy right,	On cash rent ..	Share fixed quantity.	..
		On produce rent ..		
		On mixed rent ..		
		Total ..		..
20	Acquired land (B 2) ..	.. ..	..	..
21	Government road ..	.. ..	..	..
22	Outside the record ..	.. ..	..	..
		Grand total of Mauza ..		..

[Rule 30, Attestation—Technical.]

FORM 126.

Rent Dispute Schedule.

.....SETTLEMENT.

Serial No.	Name of land.	Interest No.	Name of tenant.	As stated by tenants.		Name of landlord.	As stated by landlord.		Area as recorded.	Rent as found by Assistant Settlement Officer.	Remarks.
				Area	Rent.		Area	Rent.			
1	2	3	4	5	6	7	8	9	10	11	12

[Rule 37, Attestation—Technical.]

FORM 127.

Rent-free Schedule.

.....SETTLEMENT.

Serial No.	Name of tauzi.	Interest No.	Name of tenant.	Area as stated by tenant.	Name of land-lord.	As stated by land-lord.		Area as recorded.	Summary of evidence adduced by each party.	Decision.	Remarks.
						Area.	Rent.				
1	2	3	4	5	6	7	8	9	10	11	12

[Rule 32, Attestation—Technical.]

FORM 128.

Register of 109C Proceedings.

..... SETTLEMENT.

Camp serial No. 1	Sadar case No. 2	Village with jurisdiction list No. 3	Police-station. 4	No. of interest affected. 5	Original rent. 6	Rent settled under 109C. 7	Date of tamil. 8	Signature of officer. 9	Remarks. 10

[Rule 70, Attestation—Technical.]

FORM 129.

A.

Proceeding on Completion of Attestation.

(Rule 56 of Government Rules under the Bengal Tenancy Act, VIII of 1885.)

DISTRICT..... VILLAGE..... NAME.....

THANA..... No .....

Whereas the attestation of all the khatians of the above village has been completed, it is hereby ordered that this proceeding be filled with the record and that the record be draft published.

Revenue Officer.

Date.....19 .

[Rule 70, Attestation—Technical.]

FORM 130.

A.

Proclamation of Publication of Draft Record.

(Rule 57 of the Government Rule under the Bengal Tenancy Act, VIII of 1885.)

DISTRICT..... VILLAGE..... NAME.....

THANA..... No.....

To

THE LANDLORDS AND TENANTS.

Whereas the attestation of the record-of-rights of the abovementioned village has been duly completed, you are hereby informed that the said record-of-rights will remain open for public inspection at *..... from†..... for.....month (or months) and that the†.....is the last date for filing objections under section 103A of the Bengal Tenancy Act.

Revenue Officer.

Date.....19 .

*Insert name of place.

† „ date.

[Rule 66, Attestation—Technical.]

FORM 131.

A.

Plot Index.

NAME OF VILLAGE..... DISTRICT..... ....

NUMBER..... THANA.....

No. of plot.	Area of land.		Khatian No.	Remarks.
	Acre.	Decimal.		
1	2	3	4	5

N. B.—In the case of Municipalities a column for specific possession must be added.

Rule 5, Attestation—Technical.]

FORM 132.

A.

Attestation mistake list.

NAME OF VILLAGE..... DISTRICT.....

NUMBER..... THANA.....

Serial No.	Khatian No.	Plot No.	Column in which there is mistake.	Description of mistake.	Order.	Correction.		Check.		Remarks.
						Date.	Signature.	Date.	Signature.	
1	2	3	4	5	6	7	8	9	10	11

[Rule 67, Attestation—Technical.]

FORM 133.

C.

Attestation Janch Form.

1. Khatian and collection number.	6. Barat note.
2. Area of lands in direct possession in khatian.	7. Khatian and collection number of superior landlords.
3. Area of sthit of each collection in the khatian.	8. Proportionate shares held by each collection.
4. Total area of khatian.	9. Area held under each collection.
5. Rent.	10. Remarks.

NOTE.—Status should be written across the top of each page.

Bengal Form No. 385.
Rule 71, Attestation—Technical.]

FORM 134.

Note for orders.

.....SETTLEMENT.

MAUZA AND J. L. NO.....

THANA.....

Note.	Order of Settlement Officer or Collector.

INSTRUCTIONS—

1. A separate form should be used for each mauza.
2. The form, when received back, should be placed with the papers of mauza.

Rule 73, Attestation—Technical.]

FORM 135.

Attestation Progress Register.

.....SETTLEMENT.

BLOCK.....; CAMP NO..... .... NAME OF OFFICER.....

Serial No.	Name of village with J. L. No.	No. of interest at hujharat.	Area.	Date of commencement of attestation.	Disputes decided.		Date of completion of attestation.	Name of Janch Moharir.	Janch.				Date of signing proceeding.	Draft publication.		Objection filed.	Remarks.
					After local enquiry.	Without local enquiry.			Commenced on.	Completed on.	Pehlar's chhok begun on.	Date of pehlar's certificate.		Begun on.	Completed on.		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

Bengal form No. 386.
Rule 73, Attestation and 11 Final Jamah—Technical.]

FORM 136.

..... SETTLEMENT.

BLOCK..... PROGRESS RETURN FOR THE FORTNIGHT ENDING.....

CIRCLE..... NAME OF OFFICER.....

Branch of work.	Programme.			Outturn.						Pending.		No. of disputes decided during the fortnight.	Total No. of Mauzas taken up to date for attestation.	Total No. of Mauzas of which attestation is completed.	Approximate No. of new Khatians.		Remarks.
				Previous.		This fortnight.		Total.									
	Name of Mauzas.	No. of Interests.	Area in square miles.	Interests.	Square miles.	Interests.	Square miles.	Interests.	Square miles.	Interests.	Square miles.				This fortnight.	Total up to date.	
Attestation ..																	

	Programme.			Outturn.						Pending.		Total No. of Mauzas draft published.	No. of Interests completely Panched.		No. of Mauzas of which T. T. and G. register passed.	Remarks.
				Previous.		This fortnight.		Total.								
	No. of Mauzas.	No. of Interests.	Area in square mils.	Interests.	Square miles.	Interests.	Square miles.	Interests.	Square miles.	Interests.	Square miles.		This fortnight.	Up to date.		
Draft publication																

Rule 4, Draft Publication and Objection—Technical.]

FORM 137.

A.

Notice fixing date for hearing objection under section 103A, Bengal Tenancy Act.

(*Vide* Rule 58 of Government Rules under the Bengal Tenancy Act.)

OBJECTION NO.....

VILLAGE NAME AND NO..... THANA.....

DISTRICT.....

Objector.

Other party.

NOTICE.

To_____

Whereas an objection has been filed under section 103A of the Bengal Tenancy Act and (insert date).....has been fixed at the date of decision, you are hereby informed that you should produce all your evidence at (insert place) .....at (insert time)....o'clock on the said date. If you are not present at the time fixed, orders will be passed according to law.

The other party will receive a copy of the objection with this notice.

Revenue Officer.

Date.....19 .

[Rule 4, Draft Publication and Objections—Technical.]

FORM 138.

A.

OBVERSE.

Objection under section 103 A, Bengal Tenancy Act 1885.

OBJECTION NO.....

VILLAGE NAME AND NO.....

TWELVE ANNAS COURT-FEE STAMP.

1. Name, father's name, and address of objector.	
2. Name, father's name, and address of person against whose khatian objection is made.	

3. Nos. of khatians under objection.	4. Nos. of plots, if any, under objection.	5. Nature of objection e.g., status, rent possession, etc.

6. Matters objected to with details of objection, under relief sought.	
7. Signature of objector and date.	

Objection No..... Objection duly received and entered.

Village name and No.....

Revenue Officer.

REVERSE.

Present on behalf of objector.	Present on behalf of the other party.

Grounds of decision and order.

Order in Bengali.

Corrections in khatian under objection, according to order.		Corrections in corollary khatians.	
Signature in token of "tamil" and date.	Signature in token of final janch and date.	Signature in token of "tamil" and date.	Signature in token of final janch and date.

[Rule 9, Draft Publication and Objections—Technical.]

FORM 139.

General Register of petitions filed under section 103A during the month of .....19 in circle No.....

SETTLEMENT.

Serial No.	Date of receipt of application.	Name of applicant.	Name of Mauza with Jurisdiction List No.	Halka No.	Date of entry in the Mauzawar register with Peshkar's initial.	Remarks.
1	2	3	4	5	6	7

[Rule 9, Draft Publication and Objections—Technical.]

FORM 140.

Mauzawar Register or Objections under section 103A, Bengal Tenancy Act.

BLOCK NO..... .....SETTLEMENT. THANA.....

ATTESTATION CIRCLE NO..... NAME OF MAUZA..... NUMBER OF MAUZA.....

Serial No.		Date of filing of objection.	Name of objector.	Name of second party.	Subject matter of objection.			Signature of attestation Peshkar with date.	Entries in record to be altered according to the orders of the officer.			Signature of Tamil munshi with date.	Signature with date of Peshkar after check of Tamil.	Signature of officer with date.	Remarks.
In this Mauza.	In General Register.				Khatian.	Column.	Plot.		Khatian.	Column.	Plot.				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

[Rule 11, Final Janch—Technical.]

C.

FORM 141.

Janch Progress Register.

BLOCK.....TOTAL AREA.....TOTAL NUMBER OF INTERESTS.

Name of village.	Number of Interests.	Area.	Commenced.	Completed.	Commenced.	Completed.	Commenced.	Completed.	Remarks.
1	2	3	4	5	6	7	8	9	10

[Rule 11, Final Janch—Technical.]

A.

FORM 143.

Janch Mistake Lists.

VILLAGE, NAME AND NUMBER.....

Date.	Mistake No.	Khatian No.	Plot No.	Description of mistake.	Order.
1	2	3	4	5	6

Signature of Revenue Officer,

(deciding correction).

[Rule 24, Inspection of Cadastral and Khanapuri—Technical.]

FORM 142.

Progress Register of Standard Tenure Tree Branch.

.....SETTLEMENT.

Serial No.	Name of mauza with jurisdiction list No.	Date of receipt.	Tauzi No.	Number of Tenure Trees.	Date of return to camp for correction.	Date of receiving back from camp.	Date of passing.	Date of sending to camp.	Remarks.
1	2	3	4	5	6	7	8	9	10

[Bengal Form No. 387.
Rule 5, Final Jamah—Technical.]

FORM 144.

Final Jamah Certificate.

.....SETTLEMENT.

NAME OF MAUZA AND NO.....

THANA.....

CIRCLE .....

Description of work.	Initial of the person carrying out the orders and date.	Remarks.
1. All boundary disputes and orders under sections 103A and 104F carried out and consequent mistakes corrected up to		
2. All records arranged and all notices presented under the law, filed with the records.		
3. Columns signed which were noted as not signed in attestation jamah certificate.		
4. North boundary of plots of which the possessor has been changed under section 103 A, corrected.		
5. All khatians examined and columns 1, 2, 5, 13, 15, 16, 17, 18 and 23 checked and sub-number of column 17 checked with column 2 of subordinate khatians.		
6. All barat entries compared with correct name and number of barat mauzas noted.		
7. All jamas and samil jamas checked.		

Description of work.	Initial of the person carrying out the orders and date.	Remarks.
8. All khatians and corrections therein bear the attestation officer's signature.		
9. Plot index corrected according to changes under section 103A, where necessary.		
10. Khatian badar list or plot badar list corrected according to changes in area made under section 103A, where necessary.		
11. Easement form and public land register correctly written.		
12. All orders in mistake list carried out.		
13. Area in Mauzas correctly totalled and no area is fudged.		
14. Janch form and abstract contain no mistake. The area is correct.		
15. Tenure tree and G. register completed.		
16. Name and number of Mauza corrrectly entered in record and map.		
17. All fractional plot numbers, etc., entered in the map and inked.		
18. Khatians properly arranged.		

Description of work.	Initial of the person carrying out the orders and date.	Remarks.
19. All papers relating to the mauza included in chalan form and all indexes to files written up and all corrections signed.		
20. All alterations in columns 1, 2, 3, 6, 12, 13, 14 and 15 of the khatians of the proprietor or tenure-holder under orders under section 103A included in tenure tree sent to headquarters.		
21. Vandyke form properly filled up and total khatian compared with abstract.		
22. Plot index checked.		

Officer in charge of Camp..... Signature.....

Date.....

23. Jinswar and Milan Khasra checked with the present record and the Sadar register filled up.		

Signature of Statistics Peshkar.

Date

[Rule 9, Final Jamch—Technical.]

FORM 145.

Register of local enquiries.

Final Jamch.

.....SETTLEMENT.

Serial No.	Name of mauza with jurisdiction list No.	Name of thana.	Subject of enquiry.	Date of report of enqiring officer.	Date of order passed by the Final Jamch Officer.	Signature of the tamiling officer with date.	Remarks.
1	2	3	4	5	6	7	8

[Rule 4, Calculation of Vandyked Maps—Technical.]

FORM 146.

Register of sheets to be Vandyked.

.....SETTLEMENT.

THANA..... DISTRICT.....

Name of mauza.	Jurisdiction list No.	Number of sheets required.				Remarks.
		Sheet No.				
		I	II	III	IV	
1	2	3	4	5	6	7

[Rule 5, Jamabandi—Technical.
A.

FORM 147.

Proclamation before preparation of settlement rent roll.

[Rule 56 of Government Rules under the Bengal Tenancy Act, VIII of 1885.]

ESTATE..... TAUZI NO.....OF.....COLLECTORATE.
DISTRICT..... VILLAGE.....NAME.....
THANA..... NO.....

To

THE LANDLORDS AND TENANTS.

Take notice that, in exercise of the powers conferred upon him by the Bengal Tenancy Act and the Government Rules under it, an Assistant Settlement Officer will proceed to settle fair and equitable rents for all classes of tenants in the above mentioned estate on*.....at†.....

You are hereby directed to be present for this purpose at the said place and time or at any other place and time which may be fixed by a subsequent notice. Herein fail not.

Revenue Officer.

Date.....19 .....

NOTE.—Necessary changes may be made for Table of Rates.
*Insert date.
† „ place.

[Rule 7, Jamabandi—Technical.]
A. A

FORM 148.

Proclamation for publication of Draft Settlement Rent Roll.

[Rule 57 of Government Rules under the Bengal Tenancy Act, VIII of 1885.]

ESTATE..... TAUZI NO.....OF.....COLLECTORATE
DISTRICT..... VILLAGE.....NAME.....
THANA..... NO.....

To

THE LANDLORDS AND TENANTS.

Whereas fair and equitable rents have been fixed for tenants of all classes in the above-mentioned estate and a draft settlement rent roll has been duly prepared, you are hereby informed that the said draft settlement rent roll will remain open for public inspection for*.....from†..... at‡.....and that†.....is the last date for filing objections under section 104E of the Bengal Tenancy Act.

Revenue Officer.
(*Assistant Settlement Officer.*)

Date.....19 .....

NOTE.—Necessary changes may be made for Table of Rates.
*Insert period.
† „ date.
‡ „ place.

[Rule 406, Manual, and Rule 3, Jamabandi—Technical.]

FORM 149.

Settlement Rent Roll.

DITRICT..... THANA..... ESTATE..... TAUZI NO.....

NAME AND JURISDICTION LIST NO. OF VILLAGES.....

No. of khatian.	Tenants.	Area for which present rent is paid.		According to present survey.					Proposed by Revenue Officer.		Superior interest.			Present rent.	Fair rent settled by Revenue Officer.	Cess (in case of cess raiyats).	Remarks. (Here give an abstract of reasons of difference if any, between columns 9 and 14.)
							Total area.										
	Description of interest and possessor's name.	In acres.	In local measure.	Class of land.	Area in direct possession.	Area sub-let.	In acres.	In local measure.	Rate per acre.	Rent.	No. of khatian.	Description of interest and possessor's name.	Respective share.				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

[Rule 6, Jamabandi—Technical.]

FORM 150.

Calculation Sheet.

.....SETTLEMENT.

MAUZA AND JURISDICTION LIST NO..... THANA..... TAUZI NO..... NAME OF ESTATE.....

Khatian No.	Tenure.								Under tenure.								Total assets.		Percentage.	Amount of per cent. in cash.	Existing rent.	Not proposed rent.
	Valuation of the nis dakhal land.		Valuation of produce paying tenants.		Rents paid by ryots direct to tenure.		Total sthit plus nis dakhal.		Valuation of nis dakhal land.		Valuation of produce paying tenants.		Rents paid by ryots direct to under tenure.		Total sthit plus nis dakhal.							
	Area.	Rent.	Area.	Rent.	Area.	Rent.	Area.	Rent.	Area.	Rent.	Area.	Rent.	Area.	Rent.	A ea	Rent.	Area.	Rent.				
																				Rs. A.	Rs. A. P.	Rs. A.

[App. X.

[Rule 9, Jamabandi—Technical.]
A

FORM 151.

Notice to Proprietors under section 10, Clause 4, Regulation VII of 1822.

To

ESTATE..... DISTRICT..... TAUZI NO.....

Whereas it is necessary to settle with the proprietor the aforesaid estate, you are, therefore, informed by this notice that you should appear personally or through an agent authorized on your behalf before the undersigned at..... .....on the. .....of 19.....and take settlement, and sign the rent-roll and the kabuliyat. If you are not willing to take settlement, you should appear on that date and state your objections in writing. If you desire to pay a lower revenue than the amount of Rs....., proposed by the undersigned, then you should state the amount of revenue which you are ready to pay.

Collector or officer exercising the authority of Collector.

The.....19.....

[Rule 8, Jamabandi—Technical.]
A.

FORM 152.

OBVERSE.

Objection under section 104E, Bengal Tenancy Act.

Name of objector and description of interest.			
Khatian No.		Name of { Estate / Village.	

Description of objection :—

REVERSE.

Jamabandi Officer's report :—

Objection Officer's order :—

Compliance.		Final Jamb.	

[Rule 480, Manual.]
A.

FORM 153.

Proclamation for the publication of the Final Record-of-Rights.

[Rule 61 of Government Rules under the Bengal Tenancy Act.]

DISTRICT..... VILLAGE..... NAME.....

THANA..... No.....

To

THE LANDLORDS AND TENANTS.

Whereas all objections under section 103A of the Bengal Tenancy Act having been disposed of* (and the Settlement Rent-Roll having been incorporated in the Record-of-Rights) the final record-of-rights of the village abovementioned has been finally framed.

You are hereby informed that the said final record will remain open for public inspection at (place).....from.....(date) to.....(date).....

Date.....19..... *Revenue Officer.*

* To be omitted where unnecessary.

[Rule 17, Jamabandi—Technical.]

FORM 154.

Jamabandi Progress Register.

.....SETTLEMENT.

Case No.	Tauzi No. of estate.	Name of estate.	Names with jurisdiction list Nos. in which lands are situated.	Date when enquiry started.	Date when preliminary report under rule 337, Survey and Settlement Manual, submitted.	No. of objections, if any, under rule 337A, Survey and Settlement Manual.	Date of submission of preliminary report with objections for orders under section 337A, Survey and Settlement Manual.	Date of orders on objections on preliminary report under rule 337A, Survey and Settlement Manual.	Rent Settlement.		Publication of rent-roll under section 104H.		No. of objections under section 104H.	Date of disposal of objections under section 104H.	No. of appeals under section 104G.	Date of service of notice on proprietor to take settlement.	Date of execution of Kabuliat, if any.	Date of submission of report to confirming authorities under section 104F.	Orders of the confirming authorities (with letter No. and date).	Date of incorporation of rent-roll in the records.	Remarks.
									Commenced.	Completed.	From—	To—									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

[Rule 20 Diara—Technical.]

FORM 155.

Diara Assessment Roll.

According to the record.					Remaining in the old estate.					Included in new Diara estate.							New Khatian No.	Remarks.
Khatian No.	Description of interest.	Area of land in direct possession.		Recorded rent.	Plot No.	Class of land.	Area of Plots.		Rent remaining in old estate.	Plot No.	Area.		Present rent.	Proposed new rate per acre.	Proposed new rent, if any.	Valuation of land in landlord's direct possession.		
		Acres.	Decimals.				Acres.	Decimals.			Acres.	Decimals.						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

X723;(Z);262.N4

65

9897

[Rule 28, Diara—Technical.]

FORM 156.

Diara Progress Register.

.....SETTLEMENT.

Case No. 1	Name of river. 2	Police-station. 3	Date when preliminary proceedings were drawn up. 4	Date of hearing objections by the Diara Officer. 5	No. of objections filed. 6	Date of hearing of objections by the Settlement Officer. 7	Date of submission of the records to Director of Land Records. 8	Date of orders of confirmation by the Board. 9	Number of the estates formed. 10	Date of completion of Diara. 11	Remarks. 12

[Rule 28, Diara—Technical.]

FORM 157.

DIARA.

Diara Register of Resumption Cases.

.....SETTLEMENT.

Case No. 1	Tauzi No. of the parent estate. 2	Name of the mauzas with jurisdiction list. No. affected by the Diara proceedings. 3	Area in each mauza. 4	Reference to the comparative map. 5	Total area of the estate. 6	Date of kabuliat, if any. 7	Nature of the settlement made. 8	Remarks. 9

[Rule 28, Diara—Technical.]

FORM 158.

Abstract of Diara Operations.

.....SETTLEMENT.

Names of the rivers. 1	Names of the pollo-sations. 2	List of new estates formed. 3	Area of each estate. 4	Ryotati assets of each estate. 5	Allowance made for.			Net land revenue demand. 9	Remarks. 10
					Ilkans. 6	Collection charges and profits. 7	Total. 8		

[Rule 510, Manual.]
B.

FORM 159.

Demand Register Recovery Form No. 1.

VILLAGE.....THANA NO.....THANA.....DISTRICT.....

DATE OF COMMENCEMENT OF RECOVERY .....

Columns.

1. Khatian and collection number.
2. Receipt number.
3. Demand Rs. A.

[Rule 697, Manual.]
B.

FORM 160.

List of Settlement Villages as demarcated and surveyed in the survey of 19 ..... to 19.....

J. L. THANA..... SUBDIVISION..... DISTRICT.....

Jurisdiction list No.	Local name of village in English.	Local name of village in Bengali.	Area in acres.	Name of pargana.	Last jurisdiction list.		Thakbast No.	Revenue survey.		Police-station.	Remarks.
					Serial No.	Name of mauza.		No.	Volume No. and page of 4"=1 mile map.		
1	2	3	4	5	6	7	8	9	10	11	12

Index to the Jurisdiction List of Thana Subdivision District

Index A (Alphabetically).		Index B (In revenue Survey No. Serial).		Index A (Alphabetically).		Index B (In revenue Survey No. Serial).	
Local name of village.	Jurisdiction List No.	Revenue Survey No.	Jurisdiction List No.	Local name of village.	Jurisdiction List No.	Revenue Survey No.	Jurisdiction List No.
1	2	3	4	1	2	3	4

[Rule 460, Manual.]

FORM 161.

Village Note.

(For minor operations only.)

VILLAGE.....No.....PARGANA.....THANA.....DISTRICT.....

Classification of lands.	Area by survey.	Area by old survey if known.	Irrigated.	Khatian Abstract. Class of cultivator.	Number of khatians.	Aggregate area held by each class on money rent.	Aggregate area held by each class on produce rent.	Aggregate area held by each class without rent.	Total aggregate area held by each class.	Total cultivated area per holding in each class.	Average area per each class.	Average cultivated area per holding in each class.	Aggregate rent on area in column 8. Before settlement.	Aggregate rent on area in column 8. After settlement.	Rate or rent per acre on cash-paying area. Before settlement.	Rate or rent per acre on cash-paying area. After settlement.	Remarks. [Explanatory of increase or decrease in rental.]
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Cultivated—				1. Proprietor's private lands.													
Bhadoi				2. Held by proprietors, but not as private lands.													
Aghani				3. In immediate possession of rent-free tenure holders— (1) Service. (2) Others.													
Rabi				4. In immediate possession of tenure-holders (other than rent-free).													
Other kinds				5. Rent-free raiyats— (1) Service. (2) Others.													
Total				6. Raiyats at fixed rates or fixed rents.													
Twice cropped				7. Settled or occupancy raiyats.													
Net cropped area ..				8. Non-occupancy raiyats													
Culturable—				9. Occupants (e.g., of non-agricultural holdings).													
Current fallow ..				10. Under-raiyats.													
Old				11. Unoccupied (including area outside the record).													
Groves				12. Occupied for public purposes.													
Culturable jungle ..																	
Other kinds																	
Total																	
Uncultivable—																	
Sites of houses ..																	
Water																	
Other kinds																	
Total area ..																	
Total of village ..																	

Total raiyati area, including area sublet, should be shown for raiyats. The total area will thus be arrived at by deducting the area for under-raiyats.

Village.

I.	IX.—Rights of tenants.
II.—Physical description. (Note soil, position, productiveness, and changes in fertility, e.g., sand deposit, silt, salt water, inundation, etc.)	X.—Markets and communications.
III.—(*a*) Irrigation and embankments. (*b*) Supply of drinking water.	XI.—Sairat. (e.g. fisheries, etc.)
IV.—General crop and agricultural notes. (e.g., as to harvest, outturn of crops, rotation of crops, unusual failure of crops, etc.)	XII.—Trees. (Customs as to—)
V.—Village History. (With special reference to history of proprietors, and tenure-holders, partitions and subinfeudation, changes in the value of land.)	XIII.—Village officials and service tenure-holders. (State how village officials are paid.)
VI.—Rents and Government Revenues. (Note rates and history of any general enhancements of rents, and state how the rates compare with rates in the neighbourhood. Explain produce rents, if taken.)	XIV.—Village measures and weights.
VII.—Kists for payment of rents.	XV.—General notes. (e.g., as to population, caste, occupation, trades and manufactures, village customs not mentioned above, fuel and fodder, reserves, and sanitary arrangements—any special note about public health.)
VIII.—Cesses and Abwabs, if any.	

[Rule 460, Manual.]
B.

FORM 162.

Statistics of Tenancies and Rents.

(For major operations only.)

VILLAGE..... PARGANA..... DISTRICT.....THANA NO.....YEAR.....

(Prepared from the records of District Survey and Settlement Operations.)

Name and tauzi number of Estate.	Khalsa number. [If used for totals of many villages, enter in columns 1 and 2, thana number and name of village.]	In the direct occupation of—														Raiyats (rent-free).		Raiyats (service).		Raiyats at fixed rent or rate of rent (cash).				Settled and occupancy raiyats (cash-rent).				Non-occupancy raiyats (cash-rent).			
		Proprietors.				Rent-free tenure-holders.		Service tenure holders.		Permanent tenure-holders not at fixed rents or rates.		Permanent tenure-holders at fixed rents or rates.		Temporary tenure-holders.		Tenure holders on rent in kind or combined cash and kind.		Other classes.															
		As private lands.		Not as private lands.																											
		Number of holdings.	Area.	Number of holdings.	Area.	Number of holdings.	Area.	Number of holdings.	Area.	Number of holdings.	Area.	Number of holdings.	Area.	Number of holdings.	Area.	Number of holdings.	Area.	Number of holdings.	Area.	Number of holdings.	Area.	Number of holdings.	Area.	Number of holdings.	Area.	Rent.	Incidence of rent.	Number of holdings.	Area.	Rent.	Incidence of rent.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36

Protected under section 48C (on combined cash and produce rent).		Protected under section 48C (liable to rent).		Without right of occupancy (on cash rent).				Without right of occupancy (fixed produce rent).		Without right of occupancy (share of produce rent).		Without right of occupancy (on combined cash and produce rent).	
Number of khatians (interests).	Area.	Number of khatians (interests).	Area.	Number of khatians (interests).	Area.	Rent.	Incidence of rent.	Number of khatians (interests).	Area.	Number of khatians (interests).	Area.	Number of khatians (interests).	Area.
101	102	103	104	105	106	107	108	109	110	111	112	113	114

*Under-raiyats of first degree/lower degree—(*concluded*).								
Without right of occupancy (liable to rent).		Other classes.			Area unoccupied (including area outside the record).	Area occupied for public purposes.	Total area of the mouza.	Remarks.
Number of khatians (interests).	Area.	Number of khatians (interests).	Area.	Rent.				
115	116	117	118	119	120	121	122	123

*The columns for under-raiyats should show figures in the form of fractions, the numerator showing those for under-raiyats of the first degree and the denominator those for under-raiyats of lower degrees.

N.B.—(1) This form should be filled up for all the classes shown therein, but further detailed statistics can be added if required.
(2) The tenants' holding without payment of rent but liable to rent should be entered in the cash rent columns, or if necessary, separate columns provided.
(3) Columns 3, 5, 7 and 19 will be filled up, even though there is no area in direct occupation entered in the khatian.
(4) Total raiyati area, including that sublet should be shown for raiyats.

BGP-4314-1896E-2,010

Occupants of other kinds.		Utbandi.				*Under-raiyats of first degree/lower degree.							
		Nominal.		Real.		With right of occupancy (on cash rent.)				With right of occupancy (fixed produce rent).		With right of occupancy (on share of produce rent).	
Number of khatians (interests).	Area.	Number of khatians (interests).	Area.	Number of khatians (interests).	Area.	Number of khatians (interests).	Area.	Rent.	Incidence of rent.	Number of khatians (interests).	Area.	Number of khatians (interests).	Area.
75	76	77	78	79	80	81	82	83	84	85	86	87	88

*Under-raiyats of first degree/lower degree—(*continued*).

With right of occupancy (on combined cash and produce rent).		With right of occupancy (liable to rent).		Protected under section 48C (on cash rent).				Protected under section 48C (on fixed produce rent).		Protected under section 48C (on share of produce rent).	
Number of khatians (interests).	Area.	Number of khatians (interests).	Area.	Number of khatians (interests).	Area.	Rent.	Incidence of rent.	Number of khatians (interests).	Area.	Number of khatians (interests).	Area.
89	90	91	92	93	94	95	96	97	98	99	100

Occupancy-raiyats on cash rent.				Occupancy-raiyats on fixed produce rent.		Occupancy-raiyats on share of produce rent.		Occupancy-raiyats on combined cash and produce rent.		Occupancy-raiyats liable to rent.		Non-occupancy-raiyats (cash rent).			
Number of khatians (interests).	Area.	Rent.	Incidence of rent.	Number of khatians (interests).	Area.	Number of khatians (interests).	Area.	Number of khatians (interests).	Area.	Number of khatians (interests).	Area.	Number of khatians (interests).	Area.	Rent.	Incidence of rent.
45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60

Non-occupancy-raiyats on fixed produce rent.		Non-occupancy-raiyats on share of produce rent.		Non-occupancy-raiyats on combined cash and produce rent.		Non-occupancy-raiyats liable to rent.		Raiyats of other classes.		Occupants (e.g., if non-agricultural holdings) on cash rent.			
Number of khatians (interests).	Area.	Number of khatians (interests).	Area.	Number of khatians (interests).	Area.	Number of khatians (interests).	Area.	Number of khatians (interests).	Area.	Number of khatians (interests).	Area.	Rent.	Incidence of rent.
61	62	63	64	65	66	67	68	69	70	71	72	73	74

occupation of												
Temporary tenure-holders.		Tenure-holders on rent in kind or combined cash and kind.		Other classes of tenure-holders.		Tenure-holders liable to rent.		Under section 22 (2), Bengal Tenancy Act.		Raiyats (rent free).		Raiyats (service.)	
Number of khatians (interests).	Area.	Number of khatians (interests).	Area.	Number of khatians (interests).	Area.	Number of khatians (interests).	Area.	Number of khatians (interests).	Area.	Number of khatians (interests).	Area.	Number of khatians (interests).	Area.
15	16	17	18	19	20	21	22	23	24	25	26	27	28

Raiyats at fixed rent or rate of rent (cash).				Settled-raiyats (cash rent).				Settled-raiyats on fixed produce rent.		Settled-raiyats on share of produce rent.		Settled-raiyats on combined cash and produce rent.		Settled-raiyats liable to rent.	
Number of khatians (interests).	Area.	Rent.	Incidence of rent.	Number of khatians (interests).	Area.	Rent.	Incidence of rent.	Number of khatians (interests).	Area.	Number of khatians (interests).	Area.	Number of khatians (interests).	Area.	Number of khatians (interests).	Area.
29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44

Bengal Survey and Settlement Manual, 1935.

Correction slip No. 87.

Calcutta, the 29th April 1943.

Appendix X, page 506.—For form No. 162 *substitute* the following form :—

FORM No. 162.

(Rule 460 Manual.)

Statistics of tenancies and rents.

(For Major Operations only.)

Village..... J. L. No..... Police-station..... Pargana..... District..... Year.....

(Prepared from the records of District Survey and Settlement Operations.)

Note.—(i) A khatian does not necessarily correspond to an interest which comprises more than one khatian when it has lands in more than one village. In such case the rent or revenue of an interest is recorded in its khatian in a particular village, cross references being quoted in the other khatians. The latter are excluded from the total number of interests but they are included in that of khatians.

(ii) For rent free interests a khatian is taken as representing an interest except where it is recorded as the *khanda* of another.

In the direct

Name and tauzi number of estate.	Khatian (interest) number (if used for totals of many villages enter in columns 1 and 2 thana number and name of village).	Proprietors.				Rent free tenure-holders.		Service tenure-holders.		Permanent tenure-holders at fixed rents or rates.		Permanent tenure-holders not at fixed rents or rates.	
		As private lands.		Not as private lands.									
		Number of khatians (interests).	Area.	Number of khatians (interests).	Area.	Number of khatians (interests).	Area.	Number of khatians (interests).	Area.	Number of khatians (interests).	Area.	Number of khatians (interests.)	Area.
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Annas 2.

| 1 | Name and local number of Estate. | | |

[Bengal Form No. 1089.]

FORM 163.

General Register A (Parts I and II) of revenue-paying lands in estates borne on the tauzi-roll of the district of...../ situated in the district of.....but appertaining to estates borne on the tauzi-roll of other districts.

[Prepared (except columns 5 and 6) on the basis of the record-of-rights, 19.....19.....] Rs.

REVENUE.....

TAUZI No.....NAME OF ESTATE.....

Name of district on the tauzi-roll of which the estate is borne—
Serial number in Register A, Part I.

Name of thana.	Names of mauzas in which any lands of the estate are situated.	Number of mauza in Register C.	Area of estate within the mauza according to the record-of-rights.	Thakbast Survey.		References to cases involving changes in mauzas or revenue. References to corresponding entries in Register D, if any.	Remarks. (References to cases involving changes not covered by column 7.)	Signature of Deputy Collector in charge.
				Number of mauza.	Area of estate within the mauza.			
1	2	3	4	5	6	7	8	9
			Acres. Decimals.					

N.B.—Columns 7, 8 and 9 will be filled up subsequently in the Collectorate.

FORM 164.

General Register B, Part I of revenue-free lands, showing lands held exempt from revenue in perpetuity in the district of.....

N.B.—Where the property consists of parcels* under separate titles there must be separate line of entries for each parcel.

Serial No. of property in this register.	Name of property.	Name of parcel (if any) held under a separate title.	Character of title, *e.g.*, *sanad*, *ainmoghu*, etc., etc.	Date of grant.	Nominal area.	Name of grantor.	Name of original grantee.	Reference to any decree or order of competent authority declaring the grant to be valid.	Number in any previous register and description of such register.	Mauzas in which the property or each parcel is situate.			Remarks. (Including reference to Register D, Part II.)
										Name (those in other districts to come last and in their case the name of the district to be given).	Name of thana, and mauza No. in register C.	Area in acres of so much of the property as lies in the mauza.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14

* A revenue-free property may consist of an amalgamation of two or more portions acquired at different times and under different titles, but recognised by Government as forming together only one property. The word "parcel" means such a constituent portion.

† *N.B.*—The reference to Register D in column 14 will be filled up subsequently in the Collectorate.

FORM 165.

General Register B, Part II of revenue-free lands, showing lands occupied for public purposes without payment of revenue in the district of.....

Number.	Area in acres of the land comprised in each entry.	Name of the department of Government or of public body by which the land is occupied.	The purpose for which the land is occupied.	Date and particulars of appropriation.	Specification by mauza and local division.			Reference to entries made in the intermediate register.
					(a) Name of mauza and area in acres in mauza.	(b) Name of thana.	(c) Number in mauzawar register.	
1	2	3	4	5		6		7

N.B.—Columns 5 and 7 will be filled up subsequently in the Collectorate.

FORM 166.

General Register B, Part III of revenue-free lands, showing unassessed waste and other lands in the district of..... not included in Parts I and II.

Name and number of the lot or other particulars identifying the entry.	Area in acres of the land comprised in each entry.	Specification by mauza or local division.			Reference to entries made in the intermediate register.
		(a) Name of mauza and area in acres in mauza.	(b) Name of thana.	(c) Number in mauzawar register.	
1	2	3			4

N.B.—Column 4 will be filled up subsequently in the Collectorate.

FORM 167.

Mauzawar Register.

DISTRICT..... THANA.....

Mauza.					Particulars of every estate or revenue-free property to which any lands of the mauza appertain.						Reference to changes made in Register A and to corresponding entries in Register D, if any.
			Area.					Area of each estate or revenue-free property.			
Serial No.	Thakbast No.	Name.	In record-of-rights.	In thakbast survey.	Name of estate or revenue-free property in Register A or B.	Number in Register A or B.	Tauzi No.	According to record-of-rights.	According to thakbast survey.	Gross rental of the land of each estate or revenue-free property within the mauza.	
1	2	3	4	5	6	7	8	9	10	11	12

NOTE.—Where the estate is on the tauzi of another district, the name of the district should be entered under the tauzi number in column 8.

If the lands are included in Register B, Parts I, II and III, the fact will be noted in column 7 under the number.

N.B.—Column 12 will be filled up subsequently in the Collectorate.

[Rule 460, Manual.]
B.

FROM 168.

Analysis of results of settlements in confirmation report.

(Major and Minor operations.)

(GOVERNMENT ESTATES AND TEMPORARILY SETTLED ESTATES.)

Period.	Area.			Revenue.	Nature of settlement.	Remarks.
	Assessed.	Unassessed.	Total.			
1	2	3	4	5	6	7
				Rs.		
1st						
2nd						
Previous ..						
Proposed ..						

Where several estates are taken up in one report, the above should be thrown into the form of appendices in suitable forms at the end of the report. This should be done also in the case of the final report on the whole operations containing the revenue settlement of the estate or estates.

Rule 460, Manual.]
B.

FORM 169.

Analysis of previous and present settled area and rent in confirmation report.

(Major and Minor operations.)

(GOVERNMENT ESTATES AND TEMPORARILY SETTLED ESTATES.)

Class.		Previous Settlement.		Present Settlement.	
		Area.	Rates of rent.	Area.	Proposed rates of rent.
1		2	3	4	5
Assessed	(a) Cultivated, including current fallow—				
	(1) Nal ..				
	(2) Garden ..				
	(3) ..				
	(b) Culturable but not cultivated—				
	(1) Patit ..				
	(2) ..				
	(3) ..				
	(c) Unculturable—				
	(1) Homestead ..				
	(2) Tanks ..				
	(3) ..				
Unassessed	(a) Waste, etc.—				
	(1) Sand ..				
	(2) ..				
	(3) ..				
	(4) ..				
	(b) Site of village roads, public tanks, etc.—				
	(1) Roads ..				
	(2) Tanks ..				
	(3) ..				
	(4) ..				

(Details of earlier settlements should be given, if required, for the elucidation of the report.

Rule 460, Manual.] FORM 170.

B.

Analysis of classification of tenants in previous and present settlements in confirmation report.

(Major and Minor operations.)

(GOVERNMENT ESTATES AND TEMPORARILY-SETTLED ESTATES.)

	Previous Settlement.		Present Settlement.	
	Number.	Area.	Number.	Area.
1	2	3	4	5
Proprietors				
Tenure-holders				
Raiyats holding direct under the proprietors—				
(a) Settled and occupancy				
(b) Non-occupancy				
Raiyats holding under tenure-holders—				
(a) Settled and occupancy				
(b) Non-occupancy				
Under-raiyats				

N.B.—(1) When necessary, give details separately regarding different grades of tenure-holders, produce rents, etc.

(2) In a Government estate, *read* "Government" *for* "proprietor."

(3) In the case of tenure-holders and proprietors, enter only the area in immediate occupation.

Where several estates are taken up in one report, the above should be thrown into the form of appendices in suitable forms at the end of the report. This should be done also in the case of the final report on the whole operations containing the revenue settlement of the estate or estates.

Rule 460, Manual.] FORM 171.

B.

Analysis of revenue assessed in confirmation report.

(Major and Minor operations.)

(GOVERNMENT ESTATES AND TEMPORARILY-SETTLED ESTATES.)

1. Assets assumed as basis of settlement.
2. Deduct other expenses, if any.
3. Remainder.
4. Deductions according to the class of settlement and character of estate.
5. Malikana allowance to recusant proprietor.
6. Remainder or net revenue of Government.
7. *Add* Malikana.
8. Total amount payable by settlement-holder.

[Rule 466, Manual.]

. 6.

FORM 172.

Register of Estates and Tenures—(a) interests lying in several mauzas.

EKWAL NO.....

NAME OF MAHAL AND TAUZI NO..... NAME AND SHARE OF THE TENURE..... .....SETTLEMENT

NAME OF POSSESSOR (IN BRIEF).....

REVENUE OR RENT PAYABLE..... .....PARGANA.

Of the interest.						Sthit.															
						Area in khas possession.				Sublet to tenure-holders.							Sublet to raiyats.				
										Cash-rent paying.			Produce-paying.	No rent fixed.	Rent-free.		Cash-rent paying.		Produce-paying.	No rent fixed.	Rent-free.
Name of thana.	Name of mauza.	Number of mauza.	Khatian number.	Share in mauza.	Total area in mauza.	Public land and land used by the public in general.		Other land.		Area.	Rent.		Area.	Area.	Area.		Area.	Rent.		Area.	Area.
					A. D.	A.	D.	.	D.	A. D.			A. D.	A. D.	A. D.		A. D.			A. D.	A. D.	A. D.
1	2	3	4	5	6	7		8		9	10		11	12	13		14	15		16	17	18

[Rule 466, Manual.]
C.

FORM 173.

Register of Estates and Tenures—(b) Interests lying in one mauza only.

NAME OF MAUZA.....

No.....

NAME OF MAHAL AND TAUZI NO..... NAME OF THANA..... PARGANA..... .....SETTLEMENT

Of the interest.						Sthit—																	
						Area in khas possession.				Sublet to tenure-holders.								Sublet to raiyats.					
										Cash-rent paying.		Produce paying.		No rent fixed.		Rent free.		Cash-rent paying.		Produce paying.		No rent fixed.		Rent-free.
Ekwal No.	Name and share of the tenure.	Name of possessor (in brief).	Khatian No. of mauza.	Revenue or rent payable.	Total area in mauza.	Public land and land used by the public in general.		Other land.		Area.	Rent.	Area.		Area.		Area.		Area.	Rent.	Area.		Area.		Area.	
					A. D.	A.	D.	A.	D.	A.	D.			A.	D.	A.	D.	A.	D	A.	D.	A.	D.	A.	D.
1	2			3	6	7		8		9	10	11		12		13		14	15	16		17		18	

TABLE OF CONVENTIONAL SIGNS FOR USE IN BENGAL.

Serial No	Item	বিষয়	Symbol on 16"
1	District Boundary	জিলার সীমানা ।	
2	New Revenue Unit Boundary	নূতন রেভেনিউ ইউনিটের সীমানা ।	
3	Police Station Boundary	পুলিশ ষ্টেসনের সীমানা ।	
4	Old Revenue Thana Boundary	পুরাতন রেভিনিউ থানার সীমানা ।	
5	Forest Reserve (1) Village Boundary (2)	রক্ষিত (রিজার্ভ) বনভূমি (১) গ্রামের সীমানা (২)	
6	Boundary along River or Road common to two units	দুই মৌজার মধ্যবর্ত্তী সাধারণ সীমানা জ্ঞাপক নদী বা রাস্তার চিহ্ন।	
7	Ditto not common to both units	ঐ কিন্তু এক মৌজা ভুক্ত ।	
8	Limit of assessment of diara	দিয়ারা এসেসমেণ্টের সীমানা ।	—x—x—
9	Municipal Boundary	মিউনিসিপালের সীমানা ।	o— —
10	Canal with distributary bridge and lock	জল প্রবেশ ও নির্গমন জন্য কটক বিশিষ্ট খাল ।	
11	Road with bridge & culvert and road side lands	পুলএবং পাকো বিশিষ্ট রাস্তা ও তাহার পার্শ্বস্থিত জমি।	

*Note :—Generally to be shown in urban and semi-urban area.

If Metalled mention in reference list at the side of sheet

(7) Appendix "K" form No. 174, page 517 :—

After serial 30 *add* the following as a new item.

Serial No.	Item.	বিষয়	Symbol on the scale of 16" to a mile.	Symbol on the scale of 4" to a mile.	Symbol on the scale of 1" to a mile.
30 (a)	Masonry structure with corrugated iron roof.	টিনের ছাদ বিশিষ্ট পাকা বাড়ী			

Symbol on the scale of 1" = 1 Mile
(1) (2)
(Metalled)
(Unmetalled
=====(Cart-track)
=====(Cart-track)

12	Foot path	চলিবার সঙ্কীর্ণ রাস্তা।		.....	
13	Mile post	মাইলের চিহ্ন।	12	12	12
14	Telegraph posts and line	টেলিগ্রাফের থাম ও লাইন।			
15	Railways with Station (Single line)	ষ্টেসন সহ একধারা রেলের রাস্তা।		R. S. Jangipur	R. S. Jangipur
16	Railways with Station (Double line)	ষ্টেসন সহ দোধারা রেলের রাস্তা।		R. S. Kharagpur	R. S. Kharagpur
17	Tram line	ট্রামের রাস্তা।			
18	Road way over Railway	রেলের উপর চলাচলের রাস্তা।			
19	Road way under Railway	রেলের নীচে চলাচলের রাস্তা।			
20	Railway over Railway	রেলপথের উপর অন্য রেলপথ।			
21	Level crossing	রেলরাস্তার উপর পারাপারের পথ।			
22	Dak or Inspection Bungalow	ডাক বা ইন্সপেকসন বাংলা।			
23	Police Station (1) Dt. or Sub Dvn Hd. Quarters (2)	থানা (১) জিলা বা মহকুমার সদর (২)।		(1) (2)	(1) (2)
24	Post office	ডাক ঘর।		P.O.	P.O.
25	Post & Telegraph office combined	সম্মিলিত ডাক ও তার ঘর।		P.T.O.	P.T.O.

26	Market with days	হাট বা বাজার (নির্দ্ধারিত দিন সহ)		MX Th	MX Th
27	Mosque	মসজিদ।			
28	Hindu Temple	হিন্দু দেবালয়।			
29	Church	গির্জ্জা।			
30	Pukka House	দালান।			
31	Katcha Houses	কাঁচাঘর।			
32	Dispensary	হাঁসপাতাল।		Dispensary	Disp.
33	Graveyard	কবর স্থান।			
34	Tank with fields on bund (1) without fields on bund (2)	পুষ্করিণী যাহার পাড়ে চাষের জমি আছে(১) ঐ যাহার পাড়ে চাষের জমি নাই (২)	(1) (2)		
35	Tank without bund	পাড় খুলা পুষ্করিণী।			
36	Pukka well (1) Tube well (2)	ইন্দারা (১) নলকূপ (২)	(1) ⊕ (2)	(1) ⊕ (2)	
37	Katcha well	কাঁচা কুয়া।	○	○	
38	Factory with chimney	ধূম নির্গমনের নল সহ কারখানা			
39	Coal incline	কয়লার খনিতে প্রবেশের ঢালুপথ।			

40	Coal Pit	কয়লার খাদ ।			
41	Pan Bari	পান বরজ ।			
				RAMDIA	Ramdia
				22	
				125	
46	Special Boundary mark	বিশেষ সীমানার চিহ্ন ।	⊡	⊡	
47	Iron Pillar	লোহার পিলার ।	‡	‡	
48	Tree (surveyed in position)	বৃক্ষ (যথা স্থানে অঙ্কিত)			
49	Tree (not surveyed in position)	বৃক্ষ(যথা স্থানে অঙ্কিত নহে)			
50	Bamboo clumps	বাঁশ ঝাড় ।			

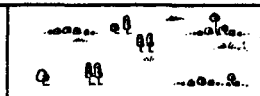
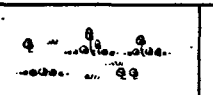
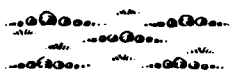
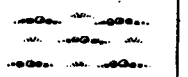
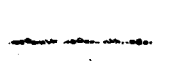
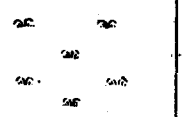
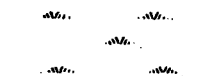
Correction Slip No. 26.

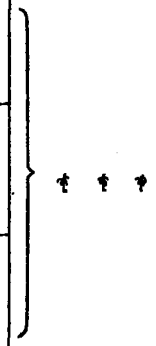
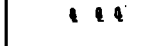
Calcutta, the 21st June 1937.

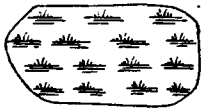
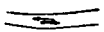
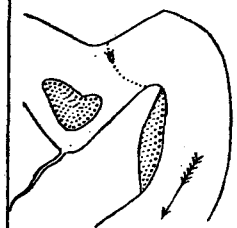
Appendix X, Form No. 174, item No. 43.—Substitute the symbol G.T.S. O 106 B.M. in place of those existing and also *insert* it in the last column.

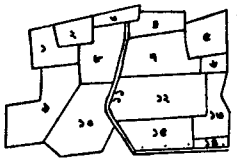
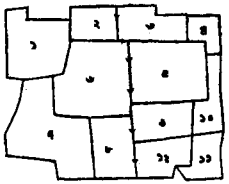
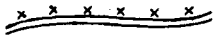
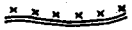
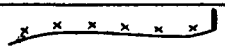
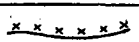
(ক্রমিক নম্বরের ছেদন নহে)

* *Note:— The number should be inked up in Crimson Lake on the Original map.*

51	Mixed Tree Jungle	জঙ্গল ।			
52	Bush Jungle	ঝোপ ।			
53	Jhao Jungle	ঝাউ বন ।			
54	High Grass	লটা ঘাস (বড় ঘাস) ।			
55	Unculturable Fallow	পুরাতন পতিত জমি ।			
56	Tari Palm	তাল গাছ ।			

57	Date Palm	খেজুর গাছ ।			
58	Cocoanut Palm	নারিকেল গাছ ।			
59	Betel Palm	সুপারী গাছ ।			
60	Mango tree	আম গাছ ।			
61	Sal tree	শাল গাছ ।			

62	Swampy land or Marsh	বিল ।			
63	Tidal Stream	জোয়ার ভাটা বিশিষ্ট নদী ।			
64	River with Sand bank and Ferry and Khals	বালুময় তট বিশিষ্ট নদী এবং খেয়াঘাট ও খাল ।			
65	Direction of flow of River	নদীর স্রোত জ্ঞাপক চিহ্ন ।			
66	Steamer Station	ষ্টীমার ঘাট ।		Steamer Station	St.

67	Nala with Ravine	অরুণা বিশিষ্ট নালা।			
68	Fields with numbers	নাম সহ জমি।			
69	Irrigation Channel	পয়ঃ প্রণালী।			
70	Embankment	বাঁধ (মজবুত)			
		বাঁধ (মাঝারী)			
		বাঁধ (কাঁচা)			

71	North point	উত্তর দক্ষিণ জ্ঞাপক চিহ্ন।			
72	(1) (2) Town, Basti site or Village	নগর (১) বস্তি বা গ্রাম (২)		(1) (2)	1 2
73	Cultivation limits	আবাদির সীমানা।			
74	Hillock with declivity	ঢালা পাহাড়।			

Note:— Only important cart-tracks which serve more than one village should be shown in the 1" maps.
Items 22 to 29.32,38.66,should be given in the Reference List in the 16" maps.
In all maps the J.L.No. should be given below the village name. In 1" maps village boundaries and names and topographical details should be shown to an average breadth of two miles beyond the Police Station limits.

[Rule 298, Manual.]

FORM 175.

[PAGE

SURVEY DEPARTMENT.

Extract of Village Circuit Traverse Table.

Village name, number.	Name of Adjoining Villages.	Station Letters.	Observed Angles.			Bearings.		Distances.		Distances on.				Mathematical area of Traverse polygon, not of actual village.
										Meridian.		Perpendicular.		
										Of each Station from the first in the series.				
			°	'	Cor.	°	'	Chains.	Lks.	Chains.	Lks.	Chains.	Lks.	

Copied by.....

Compared by.....

[Rule 20, Printing—Technical.]

FORM 176.

Mistake List of Final Checking Branch.

.....SETTLEMENT.

NAME OF MAUZA.....

J. L. NO.....

THANA.....

Serial No.	Khatian No.	Details of corrections.	Very serious.	Serious.	Slight.	Office.	Khatians to be reprinted.	Remarks.

[Bengal Form No. 389.
Rule 22, Printing—Technical.]

FORM 177.

Challan Checking Branch.

.....SETTLEMENT.

NAME OF MAUZA..... PRESS NO.....

THANAWAR NO..... NAME OF PESHKAR.....

NAME OF THANA..... NAME OF COMPOSITOR.....

Last Khatha No.	Additional Nos.	Missing Nos.	Total No. of Khatians.	No. of copies printed.	No. of additional copies.	Date of making over to the checking branch with initials.	Name of checking Moharir.	Date of making over for correction after checking with initials.	Name of person who made the corrections.	Date of making over again for checking after correction with initials.	Date of making over to Sorters.	Name of Sorters.	Date of making over to record-room after sorting.	Total No. of copies.	No. of additional copies.	Initials of Record-keeper with date.

659

[APP. X.

Bengal Form No. 390.
[Rule 31, Printing—Technical.]

FORM 178.

Receipt for copy-holder—Challan for printed records.

.....SETTLEMENT.

Name of Mauza and number.	Thana.	Total number of pages of khatian.	Total number of pages of plot index.	Date.	Initials of the book-binder.

Bengal Form No. 390.
[Rule 31, Printing—Technical.]

FORM 178.

Receipt for the book-binder—Challan for printed records.

.....SETTLEMENT.

Name of Mauza and number.	Thana.	Total number of printed books.	Total number of pages.	Date.	Initials of the record-keeper.

Bengal Form No. 390.
[Rule 31, Printing—Technical.]

FORM 178.

Receipt for record-keeper—Challan for printed records.

.....SETTLEMENT.

Name of Mauza and number.	Date.	Total number of printed books.	Total number of pages.	Date and initials of copy-holder.	Date and initials of the book-binder.

[Rule 17, Computation and recovery of cost—Technical.] FORM 179.

Challan for Recovery Camp.

NAME OF MAUZA AND NO..... THANA NAME.....

Order sheet and notice	Records for distribution.		Pilot index.	No. of maps for distribution.	No. of list of vandyke memo.	Demand register.		Schedule of demand.		Receipt book.		Records for sale (full file.)		No. of traces for sale.	No. of list of *saleh hal* list of *khatians.*	Initials of receiver with date.	Remarks.
						File.	List.	File.	List.	File.	List.	No. of interests.	No. of lists.				

[Rule 25, Computation and recovery of costs—Technical.] FORM 180.

Weekly return from Recovery Camps.

.....SETTLEMENT.

	Recovery of costs.		Total.	Remitted to treasury.	Sale of—		Remitted to treasury.	Total amount remitted to treasury.	Remarks.
	Landlord.	Occupier.			Khatians.	Maps.			
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Total for week ..									
Total up to date ..									

[Rule 25, Computation and recovery of cost—Technical.]

FORM 181.

FORTNIGHTLY RETURN FROM RECOVERY CAMPS.

Fortnight ending.....

.....SETTLEMENT.

RECOVERY CAMP NO..... THANA.....

Serial No.	Village and Jurisdiction List No.	Date of beginning of recovery.	Total demand.			Previous balance.		Collection during the fortnight.			Paid at Sadar.	Balance.			Remarks.
			Land-lord.	Occu-pier.	Total.	Land lord.	Occu-pier.	Land-lord.	Occu-pier.	Total.		Land-lord.	Occu-pier.	Total.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

[Bengal Form No. 391.] FORM 182.

Mufassal Peon Book.

.....SETTLEMENT.

Name of peon .....

Despatched by.....

Despatched to .....

On date.....at.....o'clock.

With papers, articles or records.	Cash.	Rs.	A.	P.
	Note ..			
	Coin ..			
	Total ..			

Delivery taken by .....

On date.....at.....o'clock.

Sent back on date .....at.....o'clock.

With papers, articles or records.	Cash.	Rs.	A.	P.
	Note ..			
	Coin ..			
	Total ..			

Arrived on date .....at.....o'clock.

Signature.

[Rule 332, Manual, 34 Printing—Technical.]

FORM 183.

Register of Records Received.

.....SETTLEMENT.

Serial No. 1	Name of Mhum with hobeliethan its No. and Revenue Survey No. 2	Name of thana. 3	Total No. of interest in the village. 4	No. of copies to be printed. 5	Date of receipt from Record-keeper. 6	Name of compositor or Peskar. 7	Date of issue to Compositor or Peskar. 8	Date of receiving back from Compositor or Peskar. 9	Date of making over to Final Checking Branch. 10	Initials of Final Checking Branch Peskar with date. 11	Date of receiving back from Final Checking Branch for correction. 12	No. of mistakes. V. S. S. 13	Initials of Final Checking Branch Peskar with date after correction. 14	Remarks. 15

[Rule 332, Manual, 34 Printing—Technical.]

FORM 184.

Progress Register.

.....SETTLEMENT.

Press No. or Compositor No.	I		II		III		Total.		Index press.	Up-to-date.			
Date.	Interests.	Lines.	Interests.	Lines.	Interests.	Lines.	Interests.	Lines.	Plots.	Interests.	Plots.	No. of manzas completed.	No. of manzas made over to Final Checking Branch.
1	2		3		4		5		6	7		8	9

[Rule 332, Manual, 34 Printing—Technical.]

FORM 185.

Compositor's Diary.

.....,SETTLEMENT.

Name of mauza and jurisdiction list No. 1	Khatian No. 2	Lines. 3	Extra copies. 4	Extra sheets. 5	Name of mauza and jurisdiction list No. 6	Khatian No. 7	Lines. 8	Extra copies. 9	Extra sheets. 10

[Rule 332, Manual, 34 Printing—Technical.]

FORM 186.

Compositor's Bill.

.....SETTLEMENT.

Serial No. 1	Name of Compositor. 2	Intervals. 3	Lines. 4	Bill figure. 5	Rate. 6	Gross income. 7	Fines. 8	Net income. 9	Remarks. 10
						Rs. A. P.	Rs. A. P.	Rs. A. P.	

[Rule 332, Manual, 34 Printing—Technical.]

FORM 187.

Register of Records Printed and Billed For.

.....SETTLEMENT.

Jurisdiction list No.	Name of mauza.	Total number of interests.	Total number of plots.	Plot index billed for.		Bill drawn for khatians month by month.				Total number of interest billed for.	Date of completion.	Signature of officer.	Remarks.
				Date of completion.	Plots.	Press No.	Month Interest No.	Month Interest No.	Month Interest No.				
1	2	3	4	5	6	7	8	9	10	11	12	13	14

[Rule 332, Manual, 34 Printing—Technical.]

FORM 183.

Register of Paper.

PRESS NO..... .....SETTLEMENT.

Date.	Number of labrynths printed.	Extra sheets.	Extra copies.	Spoils.		Reprinting.		White paper.				Proof paper.				Remarks.
				White.	Proof.	White.	Proof.	Balance of last month.	Received this month.	Expenditure this month.	Balance.	Balance of last month.	Received this month.	Expenditure this month.	Balance.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

[Rule 332, Manual, 34 Printing—Technical.]

FORM 189.

Final Checking Branch.

Return for the month of.....

.....SETTLEMENT.

Programme.		Received from press.						Finished in comparison.						Pending in hand.		Made over to press for correction.		Received from press after correction.		Pending in press for correction.		Made over to the copy-holding branch.	
		Previously.		This month.		Up to date.		This month.		Previously.		Up to date.											
Manuscripts.	Interests.	Manuscripts.	Interests.	Manuscripts.	Interests.	Manuscripts.	Interests.	Manuscripts.	Interests.	Manuscripts.	Interests.	Manuscripts.	Interests.	Manuscripts.	Interests.	Manuscripts.	Interests.	Manuscripts.	Interests.	Manuscripts.	Interests.	Manuscripts.	Interests.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24

[Rule 332, Manual, 24 Printing—Technical.]

FORM 190.

Final Checking Branch.

Mauzawar Register.

.....SETTLEMENT.

1	Name of mauza with jurisdiction list No.	
2	Date of receipt from press.	
3	Number of interests.	
4	Number of mistakes.	
5	Total number of entire sets.	
6	Name of checkers.	
7	Date of commencement.	
8	Date of completion.	
9	Date of completion of check of index.	
10	Khatian numbers selected for 20 per cent. check by the officer and date.	
11	Date of completion of 20 per cent. check.	
12	Date of making over to press for correction.	
13	Signature of press peshkar with date.	
14	Date of receipt from press after correction.	
15	Signature of branch peshkar in token of check with date.	
16	Date of making over printed records to copy-holding branch.	
17	Signature of copy-holding peshkar with date.	
18	Date of making over original records to record-room with signature of record-keeper.	
19	Remarks.	

[Rule 332, Manual, 34 Printing—Technical.]

FORM 191.

Final Checking Branch.

Mauzawar Fine and Reward Register.

.....SETTLEMENT.

Jurisdiction list No.	Name of mauza.	No. of interests.	Press Department.														
			Names of peshkar or assistant peshkar.	Total No. of mistakes.				Amount of fine.			Name of compositor.	Total No. of mistakes.			Amount of fine.		
				Very serious.	Serious.	Slight.	Reprint.	Rs.	A.	P.		Very serious.	Serious.	Reprint.	Rs.	A.	P.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

Office mistake.							Reward for Final Checking Branch.				Reward for 20 per cent.				Total amount.			Date of sending fine list for deduction.	Remarks.
Name of Final Jauch muharrir.	Total No. of mistakes.			Amount of fine.			Name of Final Checking Branch muharrir.	Total amount.			Name of 20 per cent. checker.	Total No. of mistakes.							
	Very serious.	Serious.	Slight.	Rs.	A.	P.		Rs.	A.	P.		Very serious.	Serious.	Slight.	Rs.	A.	P.		
19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38

[Rule 235, *Manual*, 34 *Printing*—Technical.]

FORM 192.

Copy-holding Branch.

Mauzawar Register.

1 Jurisdiction list No.	2 Name of mauza.	3 Date of receipt from Final Checking Branch.	4 No. of interests and last khatian No.	5 No. of plots.	6 No. of extra copies.	7 Name of sorter with date.	8 Name of stitcher with date.	9 Name of block corrector writer with date.	Made over to Record-keeper.					15 Signature of record-keeper with date.	Made over to recovery.				20 Signature of peshkar with date.	Made over to book-binder.					26 Signature of book-binder with date.	27 Remarks.
									10 No. of sets.	11 No. of interests.	12 No. of pages.	13 No. of pages of index.	14 No. of pages of public land register.		16 No. of sets.	17 No. of interests.	18 Pages.	19 No. of pages of index.		21 No. of sets	22 No. of interests.	23 No. of pages.	24 No. of pages of plot index.	25 No. of pages of public land register.		

[Rule 332, Manual, 34 Printing—Technical.]

FORM 193.

Copy-holding Branch.

Monthly Return.

.....SETTLEMENT.

Number of mauzas received from Final Checking Branch.			Number of mauzas completed in sorting.			Number of mauzas completed in stitching.			Number of mauzas completed in block correction.			Number of mauzas completed in title page writing.			Number of mauzas made over to recovery camp.			Number of mauzas made over to Record-keeper for sale.			Number of volumes of mauzas made over to book-binder.		
Previously.	This month.	Up to date.	Previously.	This month.	Up to date.	Previously.	This month.	Up to date.	Previously.	This month.	Up to date.	Previously.	This month.	Up to date.	Previously.	This month.	Up to date.	Previously.	This month.	Up to date.	Previously.	This month.	Up to date.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24

[Rule 6, Computation and Recovery—Technical.]

FORM 194.

Computation Mauzawar Progress Register.

.....SETTLEMENT.

Serial No.	Mauza.	Tahsil.	Raiyati calculation.			Tenure calculation.			10 per cent. check.			Initials.	Receipt writing.			Demand writing.			Remarks.
			Date of distribution.	Name of Muharrir.	Date of return.	Date of distribution.	Name of Muharrir.	Date of return.	Date of distribution.	Name of Muharrir.	Date of return.	2 per cent., checker's	Date of distribution.	Name of Muharrir.	Date of return.	Date of distribution.	Name of Muharrir.	Date of return.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

[Rule 18, Computation and Recovery—Technical.]

FORM 195.

Register of Maúzas Finally Published.

.....SETTLEMENT.

Serial No.	Name of mauza.	Jurisdiction list No.	Date of final publication.		Date of starting recovery.	Date of signing final certificate by Settlement officer.	Remarks.
			From (date).	To (date).			
1	2	3	4	5	6	7	8

[Rule 19, Computation and Recovery—Technical.]

FORM 196.

Register of Sadar Account.

.....SETTLEMENT.

Serial No.	Name and address of the person entered in sadar account.	Particulars of property.			Date of starting recovery.	Demand with kists.		Realization with chalan number and date.		Signature of sadar receiving officer.	Remarks.
		Name of thana.	Jurisdiction list No.	Khatian No.		Rs.	As.	Rs.	As.		
1	2	3	4	5	6	7	8	9	10	11	12

[Rule 24 (vi), Computation and Recovery—Technical.]

FORM 197.

Register of Demand Register and Receipt Books received from Sadar.

.....SETTLEMENT.

Date of receipt. 1	Name of mauza. 2	Jurisdiction list No. 3	No. of demand registers. 4	No. of receipt books. 5	Date of delivery to Tashildar. 6	Signature of Tashildar with date. 7	Date of final return by Tashildar. 8	Signature of receiving officer. 9	Remarks. 10

[Rule 37, Computation and Recovery—Technical.]

FORM 198.

List of Discrepancies detected in Demands.

.....SETTLEMENT.

Date. 1	Name of mauza affected. 2	Demand as computed. 3	Corrected demand. 4	Other mistakes. 5	Action taken with the initials of recovery officer. 6	Remarks. 7

[Rule 25, Computation and Recovery—Technical.]

FORM 199.

Camp Progress Register of Recoveries.

.....SETTLEMENT.

Recoveries made.				Recoveries made.			Remittance.							Signature of receiving officer.	Remarks.
Date.	This day.			Up to date.			Amount remitted this day with chalan and date.			Up to date.			Balance.		
	Landlord.	Occupier.	Total.	Landlord.	Occupier.	Total.	Landlord.	Occupier.	Total.	Landlord.	Occupier.	Total.			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

[Rule 469, Manual.]

FORM 200.

Register of Petitions for Copies of Khatians and Maps at Concession Rates.

.....SETTLEMENT.

Serial No.	Date of filing petition.	Name of petitioner.	Name of village of which copy is wanted.	Date of sending the petition to Kanungo to supply estimate.	Date of receiving back from the Kanungo.	Date of informing the party of the estimate.	Date of furnishing the estimated cost.	Date of the receipt of the records from the camp.	Date of delivery to the party.	Signature of the party.	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12

APPENDIX Y.

Instructions for the ... of ... Registers ...

Correction Slip No. 27.

Calcutta, the 6th July 1937.

Appendix Y, page 551, paragraph 1—

(1) In seventh line *substitute*, "163, 164, 165, 166" *in place of* "106A, 106B, 106C and 106D" and in the eighth line "167" *in place of* "107".

(2) *Insert* at the end of this paragraph the following as a separate sub-paragraph :—

"In preparing these Settlement Registers the Settlement Officers must account for all the villages within the administrative jurisdiction of the district. It is a mistake for the Settlement Officer to leave out villages omitted from the District Settlement because record-of-rights was previously made in a petty settlement or because they were done by the Settlement Officer of another district. The new Register C should contain all the villages of the old Collectorate register as reconstructed by amalgamation and subdivision. It should contain such villages, if any, as went under water and could not be surveyed during the District Settlement. Similarly in new Register A under each estate all the villages in which the estate has land must be entered, whether records were prepared for them in the District Settlement or not. It should contain all villages up to date transferred to the district and omit those transferred out of it by notification in the Gazette.

Registers A and B should take account of all the tousis and revenue free properties respectively in the old registers as modified and readjusted in course of inquiry during the Settlement Operations. Tousis which have no lands found during the Settlement Operations should be noted separately. The Collector will after enquiry decide, according to the circumstances that may arise, whether he will retain any of them. Rule 693, Survey and Settlement Manual, will be his guide".

(3) In the fourth line of the existing sub-paragraph 2 of this paragraph *substitute* "Forms 163, 164, 165, 166 and 167" *in place of* "Forms 106A, 106B, 106C, 106D and 107".

(4) Against "I" *substitute* "Register 163" *in place of* "Register 106A".

(5) Against "II", page 552, *substitute* "Registers 164, 165 and 166" *in place of* "Registers 106 (B), 106 (C) and 106 (D)" similarly in paragraphs (3), (4) and (5) of II *substitute* "Register 164", "Register 165" and "Register 166" respectively *in place of* "Register 106 (B) ", "106 (C)" and "Register 106 (D)".

(6) Against "III", page 553, *substitute* "Register 167" *in place of* "Register 107".

... have been amalgamated to form one settlement village, columns 5 and 6 will show separately the number of each such amalgamated thak village and the area of the estate within it. (Rule 69, page 173, Land Registration Manual.)

II.—Registers 106 (B), 106 (C) and 106 (D)—

(1) All the columns except the column 14 of Form 106 (B), 5 and 7 of Form 106 (C) and column 4 of Form 106 (D) will be filled up by the Settlement Department, the columns excepted being filled up later by the Collectorate. (Rule 71, page 173, Land Registration Manual.)

(2) Nothing is to be entered in any part of these registers unless it is already recognised and registered as a revenue-free in some way or other. (Rule 72 (2), page 173, Land Registration Manual.)

(3) In writing Register 106 (B) discretion should be exercised in deciding whether the order of property shall be alphabetical according to the Roman alphabet based on the name of the property in coloumn 2. If such an arrangement is adopted, it will be necessary to take great care to ensure that the alphabetical order is correct. (Rule 72 (3), page 173, Land Registration Manual.)

(4) In Register 106 (C) will be entered all lands occupied by Government or by any public body for public purposes free of revenue demand, whether the lands were originally held free from payment of revenue or whether they were revenue-paying but have since been acquired in fee-simple under the Land Acquisition Act. But it will not include lands rented by Government from private owners or held by Government rent-free with or without the consent of owners, such tenures not being held in proprietory title.

Lands of the following classes paying no revenue whether they were originally revenue-free or were acquired under the Land Acquisition Act must be included in this Register:—

(*a*) Lands held by any Department of Government, Local or Imperial, whether Revenue, Judicial, Police, Public Works, Education, Opium, Postal, Military or any other, and

(*b*) Lands held by District Boards, Local Boards and Municipalities.

The Public Works department lands include railways, Imperial roads, embankments (subject to the provisions of sections 4 and 87 of the Embankment Act II of 1882), irrigation and navigation canals and sites of Inspection Bungalows, Military department lands are cantonments, rifle ranges and camping grounds. The District Board and Municipal lands include roads, sites of buildings, tanks, etc. [Rule 72 (4), page 174, Land Registration Manual.]

(5) In Register 106 (D) will be entered only waste and other similar lands not assessed to revenue. [Rule 72 (5), page 174 Land Registration Manual.]

III.—Register 107.—

(1) The thana or police stations shall be the local divisions of every district according to which the register will be arranged. (Rule 75, page 175, Land Registration Manual.)

(2) The thanas will be entered in the order adopted in the jurisdiction list. (Rule 75, page 175, Land Registration Manual.)

(3) Mauzas in a thana will be entered in the order in the jurisdiction list of the thana. (Rule 77, page 176, Land Registration Manual.)

(4) All the columns except column 12 will be filled up by the settlement department, the latter columns being filled up latter by the Collectorate. (Rule 78, page 176, Land Registration Manual.)

APPENDIX Z (1).

Principles to be followed by officers entering into contracts on behalf of Government.

The Government of Bengal have been pleased to enunciate the following fundamental principles for the guidance of authorities who have to enter into contracts or agreements:—

(1) The terms of a contract must be precise and definite, and there must be no room for ambiguity or misconstruction therein.

(2) As far as possible, legal and financial advice should be taken in the drafting of contracts and before they are finally entered into.

(3) Standard forms of contracts should be adopted whenever possible; the terms to be subject to adequate prior scrutiny.

(4) The terms of a contract once entered into should not be materially varied without the previous consent of the competent financial authority.

(5) No contract involving an uncertain or indefinite liability or any condition of an unusual character should be entered into without the previous consent of the competent financial authority.

(6) Whenever practicable and advantageous, contracts should be placed only after tenders have been openly invited, and in cases where the lowest tender is not accepted, reasons should be recorded.

(7) In selecting the tender to be accepted, the financial status of the individuals and firms tendering must be taken into consideration in addition to all other relevant factors.

(8) Even in cases where a formal written contract is not made, no order for supplies, etc., should be placed without at the least a written agreement as to price.

(9) Provision must be made in contracts for safeguarding Government property entrusted to a contractor.

(10) The Auditor-General and, under his direction, other audit authorities shall have power to examine contracts and to bring before

Correction Slip No. 63.

Calcutta, the 24th July 1940.

Appendix Z (1), *page 553.—Insert* the following as item 11 :—

In long-term agreements and contracts enduring or likely to endure for a period of more than 5 years, there should be a provision for an unconditional power of revocation or cancellation of such contracts by the Provincial Government at any time on the expiry of six months' notice to that effect. The inclusion of this condition in the contracts is useful to the Provincial Government in that they can revoke a contract when there is a big drop in the market rates of material and labour or when some other unforeseen situation arises.

[Rule 314, S. S. Manual.]

APPENDIX Z (2).

Rules for the Protection of Government Buildings from Fire in Bengal.

Protection against fire should consist of buckets and tanks filled with water or sand. Patent and chemical fire-extinguishers may also be supplied, but these should be of a type approved by the Chief Officer, Calcutta Fire Brigade.

In cases where fire-extinguishers are located in close vicinity to electrical switch boards, etc., the type should also be approved by the Executive Engineer, Electrical Division.

2. As regards buildings borne on the books of the Public Works Department, exclusive of residential buildings, Public Works Department will supply from "41—Civil Works" budget under "Original Works"—

(1) tanks and buckets, brackets, patent and chemical extinguishers in new buildings;

(2) tanks and buckets, brackets, patent and chemical extinguishers, for the first time, in old buildings not already provided with any fire appliances;

(3) hose pipes and hose pipe connections in the above buildings provided there is a suitable high-pressure water-supply and the importance of the buildings warrants it.

All requisitions for supply of—

(1) buckets, brackets, chemical extinguishers or hose pipes in Public Works Department buildings in addition to the existing appliances, and

(2) all proposals for replacements of existing tanks and buckets, by hose pipes and hose pipe connections or by patent chemical extinguishers should be sent to Public Works Department. That department will arrange for their supply in consultation, if necessary, with the Chief Officer of the Calcutta Fire Brigade, from provision in the "41—Civil Works" budget provided they are satisfied that the supply is necessary.

3. As regards Government buildings not borne on the books of the Public Works Department, the administrative department concerned should make their own arrangements for supply of hose pipes, hose pipe connections and patent extinguishers in direct consultation with the Chief Officer of the Calcutta Fire Brigade.

4. The provision of such appliances should be made under "Original works" in the first instance, and should in all cases be provided in new buildings. The buckets should have rounded bottoms and be kept hung on hooks. The tanks should be covered with the cheapest durable material possible with a hinged door

large enough to permit of several buckets being dipped into them at a time. Metal tanks, buckets, chemical extinguishers and the like should be treated as perishable articles and should be excluded from the capital cost of the building, but articles such as reinforced concrete tanks, steel buckets, stands embedded in masonry for hanging brackets and the like should be included in the capital cost of a building.

5. As regards Collectorate and Civil Court record rooms, the use of up-to-date fire-extinguishers is recommended as being more effective than buckets, for the reason that a jet of extinguishing fluid can be thrown a considerable distance and height in confined spaces such as are met with in record rooms.

6. Renewals of tanks, brackets and other fixtures should come under the head "Repairs" and Public Works Department will arrange for the same from "41—Civil Works" budget under "Repairs."

The officer in occupation should be made responsible for the replacement of buckets, patent extinguishers and hose pipes. In such cases he should invariably consult the Public Works Department who will arrange for the replacements at the cost of the occupying department. As regards repairs to patent extinguishers the officer in occupation should consult the Chief Officer of the Calcutta Fire Brigade.

7. For work of replacement to be undertaken by the Public Works Department at the cost of the occupying department as provided in paragraphs 2 and 6 above the usual rates of departmental charges for establishment and tools and plant leviable for works under rule 5 (*c*) of Appendix 7 to the Public Works Account Code should be charged.

8. In the case of buildings at Calcutta, the farashes and other menials, and the police on the premises, should be instructed in the use of fire-extinguishers, and their duties on discovering a fire should be carefully explained to them. These men will, where there is a caretaker, be under his orders and it will be his duty to see that they are so instructed and understand clearly what they have to do when they discover a fire, the caretaker will also be responsible for seeing that all the fire appliances are kept in working order.

Where there is no caretaker, the head of the office occupying the building must arrange for a responsible member of his office staff to carry out the duties of a caretaker as above in each case.

The first thing to be done is to use the extinguisher and ring the alarm bell. If necessary the caretaker or the officer appointed to carry out the duties will then telephone for the fire brigade. Where there are hydrants and hose, these should be connected up and water thrown on the fire, *as soon as possible*, if it has not yielded to the extinguishers.

9. In the case of the mufassal, the head of the office occupying the building should appoint a responsible officer whose duty will be to see that the tanks and buckets are kept in good order and full of water, and that they are periodically emptied and refilled, that

chemical extinguishers are in working order and that there are sufficient refills in stock and that their uses are understood by the menials and others employed on the premises. This duty of care and custody should not be left to a menial, but should usually be entrusted to a Nazir in the case of the Collectorate or Civil Court building. It has been noticed by inspecting officers that the buckets are frequently empty, that they are chained by a padlock, and that the tanks are used as receptacles for waste paper. It is the duty of inspecting officers, and specially of the Public Works Department officer in charge of civil buildings, to see that the tanks and buckets are kept in proper order. It is better to run the risk of theft than to keep buckets, which may be most urgently wanted, chained up by a padlock.

The officer responsible should instruct all menials as to what they should do on the outbreak of a fire.

10. The Executive Engineer in charge of the building will inspect the fire appliances once every year and submit a report on the same on the 1st July to the Superintending Engineer who will take necessary action on his report.

11. As regards residential buildings, the supply of fire appliances should not be undertaken by the Public Works Department.

INDEX.

Subject.	Rule.	Page.
A		
Abatement of Revenue for diluvion ..	662	169
Accommodation—For settlement records	554	140
Accounts—		
Annual appointment and adjustment statement ..	121	33
———consolidated statement of Director of Land Records and Surveys	128, 129	36
———in minor operations	122	34
———of Director of Surveys	126	36
———submission of Director of Land Records and Surveys after verification	125	35
———treatment of costs of traverse and map reproduction	123	35
Annual returns	120	32
Bill forms to be used	107	28
Book credits	110	29
Camp	104	26
Cash receipts how treated	109	29
Classification of expenditure	93	24
———receipts	108	29
———settlements for accounts purposes ..	85, 86, 87, 88	22
Control of Director of Land Records and Surveys ..	91	23
———charges how distributed in annual returns ..	119	32
Copying-fees	113	30
Cost of traverse and map reproduction	123	35
Court and Process-fees	App. J (1) and J (2), 112.	241, 244, 30
Deposits and recoveries	114	30
Diet money of witnesses	109	29
Direct expenditure	94	24
Distribution of costs between estates in minor settlements	123	34
———among branches of work in major settlements	134	35
Final adjustment of settlement—	131	37
———in "advance recoverable and deposits"	133	38
———in Imperial operations	132	37
Indirect expenditure	95	24
Inspection	104, 332	26, 85
Monthly Return	117	31
———verification of, by Accountant-General	118	32
Receipts	108, 113	28, 30
Refunds	115	31
Registers	104, 106	26,27
Separate accounts for municipalities	10	4
———special work	90	23
Stamp receipts how treated	111, 113	30
Unit of—	92	23
Accretions—See under Alluvion.		

Subject.	Rule.	Page.
Adjustment—Of accounts in operations under "advances recoverable and deposits"	133	38
Advances—		
Grant of—for the purchase of horses	202	52
——————permanent—	203	53
Aerial Survey—		
—Programme of—	295	75
Traverse Survey in—	312	79
Ails—Boundaries to run along—	359	92
Allotment—		
For forms	230	60
For stationery	231	60
Allowances—		
Boat and Pony—of Kanungos	193	51
In landrevenue settlements	593-599	152, 153
Settlement allowances of civilians, etc.	164	44
——————of Deputy Collectors, etc. ..	166	44
——————of Munsifs	166	44
——————of Technical Adviser ..	168	45
——————power of Director of Land Records and Surveys to grant—	169	45
——————during leave	174	46
Travelling—. Grant of—on first recruitment ..	198	52
——————special rates for settlement	175 (a)	46
——————of Kanungos	175 (c)	47
Alluvial Lands—		
Settlement of—	580	149
——————to be made with proprietor of parent estate	614	156
Alluvion—		
Diara (increments to estate)—		
Abatement for diluvion	662	169
Assessment of accretions as separate estates ..	658	169
——————with parent estates ..	659	169
——————to be imposed on excess area according to the rules in force	654	167
Burden of proof	656	167
Changes occurring between survey and settlement ..	667	170
Deposit of records in Collectorate	563	141
Detailed rules	666	170
Estates permanently-settled subsequent to 1793 ..	663	170
Inconsiderable accretions need not be assessed ..	661	169
Land to be treated as increments	652	166
Leading rulings	657	168
List of estates known to have diluviated since previous survey	664	170
Objection and confirmation proceedings	665	170
Reformed lands	644	165
Results to be reported to Board of Revenue ..	668	170
Re-survey of riparian and maritime lands when lawful	653	166
Rights of under-tenants in accretions	660	169
Treatment of—since Permanent Settlement ..	655	167

Subject.	Rule.	Page.
Amins—		
Payments to—	337	87
Provision of—in Collectorates	197	52
Registration of—	325	83
To be the same for kistwar and khanapuri ..	390	99
Training and recruitment of—	196	51
	App. M1 IV	274
Annual Report—		
——————of the Settlement Officer ..	55	15
——————of Director of Land Records ..	58	16
Detailed examination of expenditure in— ..	54	15
Annulment of Settlement in Government and Temporarily-Settled Estates	682	173
Appeal(in)—		
Against objections to a settlement rent-roll ..	439, 443, 444	112, 113
Appellate and revisional authorities	529	133
Boundary disputes	355	91
Correction of fraudulent entries in record is not open to—	533	133
From orders of dismissal	207	54
Land-revenue settlements	639	163
Noting of orders on appeal or revision	531	133
No provisions in cases under s. 104—H	536	134
Objection (Section 103A) cases. No appeal ..	530	133
Revision by High Court of Civil Court's order for correction of records	535	133
Rules regarding presentation of—	205, App. L.	52, 262
Appointment(s)—		
Annual—	154	42
——————of Munsifs	161	43
Deputation of Civilian Assistant Settlement Officers ..	159	43
Leave of officers	173	46
No specific sanction required for creating in major operations	152	42
Of Assistant Survey Officers	194	51
Of Amins	196	51
Of Kanungos	App. K (I). 188	259, 51
Officiating—(Imperial services)	170	45
Of orderlies for officers deputed on settlement training	217	57
Of Technical Adviser	163	44
Powers of Local Government in making— ..	151	42
Reversions	155	43
Specific sanction required for creating in minor operations	153	42
——————not required in major operations ..	152	42
Apportionment—		
See also Recovery.		
Annual—statements of Director of Surveys ..	126	36
——————Maintenance operations ..	126	36
Consolidated—statement of Director of Land Records	128, 129	36
Register of—of costs between different estates ..	122	34
Submission by Settlement Officers and Collectors of annual—statements	121, 125	33, 35
Of cost between Municipality and Government ..	89	23
Area—		
Alteration of rent owing to increase or decrease of— ..	418	108
Standard notification for—	App. B.	208
To be shown in English acres unless otherwise ordered	459	115

Subject.	Rule.	Page.
Area Extraction	393	101
Arrangements for Settlements—		
List and maps of areas in which record-of-rights prepared	486	124
Lists and maps of Government and temporarily-settled estates	59	16
Assessment—		
Of accretions as separate estate	658	169
Of accretions with parent estates	659	169
Of excess area in accreted estates	654	167
Of inconsiderable accretions not necessary ..	661	169
Of revenue in temporarily-settled estates to be made under the Regulations	5	2
Procedure on receipt of application for reduction of—	684	174
Reduction of—, grounds for—	683	174
Assistant Settlement Officers—Duties of—at headquarters	332	85
Assistant Survey Officers—Appointment of— ..	194	51
Time-scale pay of— ..	195	51
Attendance—		
Procedure to be adopted by Settlement Officer to secure —of particular persons	76	20
See also Powers.		
Attestation—		
Agency	398	101
Organisation of work	399	101
Postal arrangements for	400	101
Bargadagi System of Survey—Rules for— ..	576, App. Q.	148, 305
Bengal Tenancy Act—		
Rent of tenants other than those recognised by— ..	426	108
Where in force	107	28
Bills—Form of—	4	2
Board of Revenue—		
Relation of the Settlement Department with— ..	17	6
When Director of Land Records must consult the— before passing orders on confirmation report ..	447	113
Books—		
See Indents.		
Books credits	109	29
Boundaries—		
Survey of district and provincial	349	89
Demarcation of—in major operations	308	77
——————in minor operations	310	78
Boundary Dispute(s)—		
Appeals	355	91
Boundaries to run along *axis*	359	92

Subject.	Rule.	Page.
Boundary Dispute(s)—*concld.*		
——————between Government and zamindari estates	358	92
——————in temporarily-settled private estates	361	92
——————not decided at traverse stage ..	306	77
——————under the Regulations ..	360	92
——————under the Survey Act ..	352	91
Commissioner's supervision and control ..	356	91
Deposit of records in Collectorate	559	141
Erection of boundary marks after decision of dispute ..	357	92
Procedure for deciding—	353, 354	91
Rule regarding survey in—	307	77
Boundary Marks—*See* Marks.		
Budgets (and Programmes)—		
Annual—of Collector for ensuing year (Provincial) ..	42	12
——————Director of Land Records and Surveys (Imperial)	34	9
——————(Provincial) ..	46	13
——————of Settlement Officers for ensuing year (Imperial)	32	9
Distribution of lump grant (Provincial)	47	14
Estimate of reproduction of maps	51	14
Of Wards' estates—inclusive of settlement costs in— ..	49	14
Of Survey and Director's own office	50	14
Lump grant for settlement (Provincial)	43	13
Maintenance of boundary marks	52	14
Modified—of Collector (Provincial)	44	13
——————Director of Land Records and Surveys (Provincial)	48	14
——————Director of Land Records and Surveys (Imperial)	34	9
——————Settlement Officer	33	9
Power of Director of Land Records to reappropriate budget grants	29	8
——————to sanction Budgets	45	13
Reappropriation of Survey and Settlement ..	25	10
Buildings—		
Administrative approval	276	69
Erection of temporary—for custody of settlement records before final deposit	271	67
Execution of leases	270	67
Rules about public—	267	67
Rules for the protection of Government—from fire ..	App. 3(2)	554
Sanction of estimates for—	268	67
Sanction of rent for—	269	67
Stages of sanction	276	69
C		
Cadastral Survey—		
Bargadagi system of—	App. Q.576	305, 148
Conducted by Settlement Officer of—	338	88
General organisation of—	339	88
Of lands belonging to public bodies	350	90
Of Cantonments	351	90
Of waste lands	576	148

Subject.	Rule.	Page.
Calendar—		
Of land-revenue settlements	37	11
Of returns, etc., due from the Settlement Officers and Collectors	App. G.	231
Camp Equipment—		
Carriage of—	179	48
——————Under training officers	219	57
Cancellation of leases—		
Discretion of Collector in—	681	173
In Government estates cannot be made	679	173
In temporarily-settled estates when can be made ..	680	173
Reason for—should be recorded	616	156
When order can issue for—	682	173
Cantonments—Survey of—	351	90
Carriage of Camp Equipment	179	48
——————of officers under training	219	57
Case-work under Part III, Chapter X of the Bengal Tenancy Act—		
Deposit of files in Collectorate	561,562	141
Employment of Sub-Deputy Collectors	525	132
Government rules to be followed	523	132
Issue of commissions	App. E., 528	213, 132
Place where Court to be held	524	132
Principles to be followed in making over cases ..	526	132
Transfer of cases to District Judge	527	132
Cash Receipts—Treatment of—	109	29
Certificate—		
By dafadar regarding boundary marks		
Date of—of final publication	709	182
Deposit of—cases in Collectorate	482	123
Of final publication	564	142
Of true copies	481	122
On defaulters during recovery	482	123
	512	130
Cess Revaluation—Carried on with Imperial Settlement operations	90	23
Chain of Communications—	16	6
In Major Settlement	19	6
In Minor Settlement	21	6
In Municipal Surveys	447, 625	113, 159
Char Lands—Term of settlements in— ..		
Chaukidar—		
Delivery of charge of trijunction marks to— ..	372	95
Duties of—in regard to trijunction marks, etc. ..	373, 706	96, 181
Preliminary demarcation of trijunction by— ..	308	77
Circle Officer—Duties of Cadastral—	341	88

Subject.	Rule.	Page.
Civil Court—		
Issue of commissions by—under Bengal Tenancy Act	App. E. 528	213, 132
No jurisdiction of—to order correction of record-of-rights	535	139
Civil Procedure Code—Order XVI, First Schedule of—regarding summons and attendance of witnesses ..	App. H	233
Civilian—Deputation of—Assistant Settlement Officers ..	159	43
Classification—		
Of receipts (other than Deposits and Recoveries) ..	108	28
Of expenditure	93	24
Of settlements for purposes of control and supervision ..	13	5
Of settlements for financial purposes	29	8
——————accounts purposes	85-88	22
Classification of Land	389	99
Classification of Land-Revenue Settlements ...	577	148
Collector(s)—		
Arrangements for providing—with Amins ..	197	52
Boundary marks, maps and registers to be made over to—	382	98
Colonisation by—	745	193
Discretion of—in respect of cancellation of leases ..	681	173
Duty of—after colonisation and resettlement ..	748	193
Inspection by—in minor operations	25	7
Power of—in minor operations	67	18
Relation of Settlement Department with— ..	17	6
Report to—of discrepancies found in Land Registration registers	690	177
To enquire about missing estates	693	178
Utility of thana maps and settlement records to the—	732	188
Colonisation—		
.. ..	590, 744	149, 193
By Collector as zamindar	745	193
Settlement Officer's duty after—	747	193
Commissioner—		
Position of—in survey and settlement operations ..	12(ii)	5
Relation of Settlement Department with— ..	17	6
Commissioner—Power of—		
In appeals in boundary disputes	355	91
Of supervision and control in boundary disputes ..	356	91
To confirm summary settlements	633	162
To sanction table of rates under Act VIII of 1879 ..	454	115
Commissions—Issue of—under the Tenancy Act ..	528, App. E.	132, 213
Commutation—		
Stage when disposed of	401, 402	102
Computation—See Recovery		

Subject.	Rule.	Page.
Confidential Reports—		
On Kanungos, Ans, etc.	348	89
On officers	63	17
Confirmation—		
Proceedings for reduction of land revenue ..	687	174
Of rent-roll	440	112
Of settlements—*See* Settlement of Land-Revenue.		
Consolidated Allowances—In land revenue settlements ..	598	153
Contempt of Court—Punishment for—	77	20
Contribution for passages—Cost debitable to settlement	96	24
Control—		
Classification of settlements for purposes of— ..	13	5
Commissioner's power of—in boundary disputes ..	356	91
Confirmation proceedings in Diara settlements ..	665	170
Contribution for leave and pension—Rules for calculation of—	App. U	335
Conversion Table of Areas	App. S	308, 309
Director of Land Records and Surveys ..	12,91	5, 23
Director of Surveys'—	12	5
Distribution of Director of Land Records and Surveys'—charges at the end of the year	119	32
Relation of Settlement Department with Collector, Commissioner and the Board	17	6
Contract—Principles to be followed when on behalf of Government	App. Z(1)	553
Conventional Signs for Permanent Marks	364	94
Copies—		
Deposit with Collector	556,569	141, 143
Facilities to be given to parties to take pencil—during field-season	145	40
Granting of—in recess	146	40
Of office orders, etc., not to be given	144	40
Of printed records and maps for sale ..	108,109,478,522	28, 29, 121, 131
Of records ordinarily not to be given in the field-season	145	40
Pay of copyists and comparing clerks	149	41
Production of original papers in Courts ..	147	40
Copying-fees—		
General instructions regarding—	142	40
To be levied in stamps. *See* also Accounts ..	143	40
Treatment of receipts of—	113	30
Correction of Collector's Registers—		
Collector to enquire about mission estates ..	693	178
Principles of correction	692	177
Procedure for correction	691	177
Record of discrepancies	689	177
Report to Collector	690	177
Correction of Record-of-Rights—*See* record-of-rights.		
Cost—Of forms	100	25
Of stationery	101	26
Deposit of—in traverse summary by local bodies, etc.	301	77

Subject.	Rule.	Page.
Countersignature by Director of Land Records and Surveys of indents for Mathematical instruments ..	236	62
Court—		
Objection to maps and records being sent to— ..	147	40
Punishment for contempt of—	77	20
Court-fees—Scale in settlement proceedings .. *See* also Accounts.	135, App.J(1)	39, 241
To be filed on application on behalf of Government ..	138	39
Fees payable under—Act	App. J(2)	244
Court of Wards—Cost of settlement in—estates ..	49	14
Criminal Courts—Not to be used for contesting the validity of settlement records	738	191
Criminal Procedure Code—		
Power to make preliminary enquiries under section 476 of—	78	21
Crop-cutting experiments	328	83
Custody—		
And supply of maps in Collectorates	App. O., 695	284, 179
Of Boundary Marks Registers	710	182
Of forms and stationery	255	64
Of printed records, arrangement in settlement record room	477	121
——————, check of	479	121
——————, procedure for issuing copies of— ..	478	121
Of settlement record before final deposit	287	72
Of stock. *See* Indents.		
D		
Dafadars—		
Certificate by—	709	182
Distribution of boundary and special marks among—	704	181
Taking of receipts from—of boundary marks ..	706	181
Date—		
Of payment of rent or revenue	637	162
Of submission of Director of Land Records and Surveys' Annual Budgets	34	9
Of submission of indents	233	61
Decision of disputes—*See* Case-work.		
Demarcation—*See* Traverse Survey.		
Departmental enquiries—In case of dismissal, when necessary	209	54

Subject.	Rule.	Page.
Deposit of settlement records in the Collectorate—		
Accommodation in Collectorate	554	140
Deposit of boundary dispute records	559	141
——————cash-registers	565	142
——————case-work files	561	141
——————certificate cases	564	142
——————copies of records for revision or with Khas Mahal Department	557	141
——————for sale or use by Government officers	556, 569	141, 143
——————court-fee, account and miscellaneous registers	568	143
——————Diara records	563	141
——————important correspondence	567	142
——————Mauza bundles	558	141
——————Nal (laggi) Memorandum	558	141
——————records of settlement of land revenue ..	562	141
——————Section 103-A objections	560	141
——————statistical registers	566	142
Destruction of working copies of the records, etc. ..	555, 558, 560 562, 564, 567	141 141, 142
Duties of Collectorate Record-Keeper when taking over case-records	570(v), 570(vii)	144
——————Collectorate copy of record ..	570(i)	144
——————final record	570(ii)	144
——————Map, khatians, etc. ..	569, 570(i)	144
——————Mauza bundles	570(iv)	144
——————Registers, papers, etc. ..	570(viii)	145
——————Revision records	570(ii)	144
——————Section 103-A objections ..	570(vi)	144
Location of final records in Collectorate Record-room ..	571	145
Records to be deposited with Collector, Judge, etc. ..	552, 553	140
Registers to be prepared by Settlement Officer ..	569	143
Deposits—, how to be treated	114	30
Deputation—		
Of Civilian Assistant Settlement Officers to major operations	159	43
Of Munsifs	161	43
Of Technical Adviser	163	44
Of Deputy Collectors	160	43
Destruction of Settlement Records—*See* deposit of settlement records		
Diara—*See* Alluvion.		
Diary—		
Technical Adviser	346	89
Of Gazetted Officers	61	17
Diet Money—Of witnesses	109	29
Diluvion—Abatement for—	662	169
Diluviation—Procedure on report of—of boundary marks	713	183
Direct Expenditure—Definition of—	94	24
Direct Management of Government Estate	618, 628	157, 159

Subject.	Rule.	Page.
Director of Land Records and Surveys—		
Charges for control by—	91	23
Distribution of control charges of—at the end of the year	119	32
Inspections by—	24	7
Position of—	12	5
Powers of—. *See* Powers.		
Scale and pay of—	150	42
Dismissal—		
Appeals from order of—	App. L., 207	262, 54
Departmental enquiries when necessary	209	54
Distinction between—and removal	213	55
Forfeiture of pay on—	212	55
Power of—	205, 206	53, 54
Proscription on—	210	55
Distribution—		
Of lump grant by Director of Land Records ..	47	14
Of cost of Forms and Stationery	102	26
Distribution of copies—*See* Recovery	498	128
District Board—		
Recovery of cost of survey and settlement from— Utility of thana maps for—purposes	730	187
District Judge(s)—		
Suggestions of—before undertaking important operations	18	6
Transfer of section 106 cases to the— ..	527	132
District register of tenures	466	118
Document—		
Powers of Revenue Officers to compel production of—	75	20
Production to be adopted by Revenue Officer for the production of—	76	20
Draft Rent-Roll—Publication of—	438	112
Duplicators—Purchase of—	242	62
Draughtsman—Duties of head—	333	86
Duties—		
Of Circle Officers	341	88
Of Assistant Settlement Officer, head-quarters ..	332	85
Of Head Draughtsman	333	86
Of Kanungos and Inspectors	340	88
Of Nazir	336	87
Of Peshkar	334	86
Of Record-keeper	335	86
Of Technical Adviser	342	88

Subject.	Rule.	Page.
E		
Easements	387	99
Education—Utility of thana maps and lists in matters relating to—	729	187
Elephants—Purchase of—	244	63
Embankment—		
Arrangement to provide for—	615	156
Issue of notice for settlement of—	616	156
Encroachment—On grazing lands	425	108
Enhancement (of rent)—Limit of—	427	108
Enhancement (of Revenue)—Progressive— ..	600	153
Establishment(s)—		
Dismissal of—	App. L, 205-209,	262, 53, 54
Fines on temporary—	211	55
General rules regarding ministerial—	204	53
Limit of—in minor operations	183	
Proscription of—	210	55
Provision for temporary and fluctuating— ..	180	48
Required for making over records, etc., to the Collectorate ..	572, App. W. (1)	145 340
Sanction for settlement—	181	48
Security for ministerial officers and peons ..	204, 331	53, 85
Varying details of sanctioned—	182	49
Estimate(s)—		
Sample—of staff and rates (large operation) ..	App. P	296
———(small operation)	App. T.	310
Unit of—	39, 92	12, 23
See also Budgets and Sanction.		
Estimator—Duties of Head—	330	85
European Manufacture—Articles of—. Power of Director of Land Records and Surveys to sanction the purchase of—	241	62
European officers—Record of relations of— ..	215	56
Executive matters—Utility of thana maps and lists in—	726, 727, 728	186, 187
Expenditure—		
Classification of—	93	24
Definition of Indirect—	95	24
———Direct—	94	24
Detailed examination of—in Annual Report ..	54	15
Examination of—in Monthly Progress Return ..	53	15
Excess recovery—.How to be treated	116	31

Subject.	Rule.	Page.
F		
Fair copy—*See* Final Record.		
Fallow lands	424	107
Farmers—		
Land revenue settlements with—	597	153
Leases of—	628	159
Security of—	619	157
Field-Bujharat—		
Agency for—	394	101
Despatch of record to headquarters for— ..	395	101
When may be omitted	396	101
Final Publication——		
Certificate of—	481	122
——————on pages of final record ..	481	122
——————in other bound volumes	483	123
——————on unbounded copies	484	123
Date of certificate—	482	123
How made	480	122
Lists of finally published areas to be sent to Judges, etc.	487	125
Notification of—in gazette	485	124
Special Collectorate copy to be finally published ..	476	120
Final Record—		
Copying and contents of special Collectorate copy ..	472, 473	120
Fair copy or printing of—	467, 468	119
Form of—	471	120
Number of copies required	469, 470	119, 120
——————For Khas Mahal Department ..	474	120
Plot-index in the case of municipalities	475	120
Preparation of—in land revenue settlement ..	448	114
Special Collectorate copy to be finally published ..	476	120
Final Reports—*See* Reports.		
Financial Statement	120	32
Fines—		
Limit of—	82	21
On temporary or fluctuating establishment ..	211	55
Remittance of—	80	21
To be reported to Settlement Officer or Collector ..	82	21
Under the Survey Act	79	21
——————Regulations	81	21
Fire—Rules for the protection of Government building from—	App. a(2),	554
Fisheries—Settlements of—	641-643	164
Fluctuating Establishment (s)—Provisions for	180	48
Fluvial action—		
Enhancement of rent due to increased productivity by—	415	106
Forfeiture of pay—Of dismissed officers	212	55

Subject.	Rule.	Page.
Form(s)—		
Allotment of—	230	60
Cost of—	100	25
Grouping of—	224	59
Headings of—	App. X	353
List of—		
Of bills	107	28
Of record-of-rights	385	99
Other—(*e.g.*, Parcha, etc.)	386	99
Printing of—	227, 228	60
See also Indents.		
Furniture—		
See Indents.		
Stock book of—	254	64
G		
General Administration—		
Settlements for purpose of—	7	3
General Proclamation for demarcation of boundaries ..	309	78
Government Estates—		
Assets in—in land revenue settlements	592	152
Lease of—cannot be cancelled during their term ..	679	173
Rent-settlement in—	597, 605	153, 103
Resumption proceeding in—	588	151
Summary re-settlement of—	671	171
Term of settlement in—	447, 624	113, 158
Government Pleader—Consultation with— ..	84	21
Grazing Lands—		
Demarcation of—	376	97
Provision for—in land revenue settlement ..	425	108
Guide and Glossary to survey and settlement record in Bengal	743	192
H		
Headquarters—		
Despatch of records after field bujharat to— ..	395	101
Duties of Assistant Settlement Officer at— ..	331	85
Organisation of—Office	330	85
Horses—Purchase of—. Power of Director of Land Records and Surveys to sanction—	202	52

Subject.	Rule.	Page.
I		
Identification of land—In dispute in criminal cases ..	736	191
Immovable property—Declaration of—	214	55
Imperial Operations—		
Annual budgets of—for ensuing financial year ..	32	9
Budgets of Director of Land Records and Surveys in—	34	9
Director of Land Records and Surveys' Register of Accounts of—	132	37
Proposals for the inception of—	31	8
Sanction of the Government of India required for inception of—	30	8
Improvements—In Government and temporarily-settled estates	601, 606	153, 154
Inception—Proposals for the—of Imperial operations ..	31	8
Indents and Stock—		
Books and periodicals, etc. (power of Director of Land Records and Surveys to purchase)	240	62
Classes of indents	232	60
Custody of forms and stock-keeping (*see also* "Stock")	255	64
Dates of submission of indents	App. F, 233	215, 61
Distribution of stock preliminary to settlement ..	226	59
Forms, non-standard	225	59
———, standard	239	62
Furniture	234, 235	61
Mathematical instruments	236	62
———power of Director of Land Records and Surveys to countersign—for—	241	62
Power of Director of Land Records and Surveys to sanction purchase of European articles ..	316	80
Provision for survey instruments, etc., preliminary to settlement	229	60
Stationary	229	60
———power of Director of Land Records and Surveys to sanction local purchase of— ..	95	24
Indirect expenditure—	97	25
Definition of—	99	25
Rent of Government buildings used as settlement buildings to be included as—	397	101
Informations about other—	App. Q.	305
Initial recess—	104, 332	26, 85
Branches of work	372	95
Initial raiyatwari settlement	379	97
Inspection(s)—	28	7
Of accounts	25	7
Of boundary marks by Collectorate Officer ..	24	7
———Subdivisional Officers and others	26	7
Notes for—	App. V.	336
Of Collectors in minor operations	27	7
Of Director of Land Records and Surveys in major operations		
———minor operations		
Questions for Collectorate Registers		
Submission of—to Board		

Subject.	Rule.	Page.
Inspector—Duties of—	340	88
Instalments—Of rent or revenue	637(iii)	162
Instructions—		
Detailed—for attestation	402	102
Diary—	666	170
Instruments—		
See Indents.		
Inter-settlement transfers—.Budget provisions for—	32	9
Stock-book for—	254	64
Irrigation—		
General instructions regarding records of— ..	387	99
Omission of information regarding—	388	99
Island (New)—		
Formation	645	165
Possession how to be taken	646	165
Possession to be temporary in the first instance ..	647	165
Procedure until settlement is undertaken ..	648	165
Register of cases	649	166
Rights to settlement	650	166
Reports, etc., to be confidential	651	166
See also Alluvion.		
J		
Jalpaiguri District—		
Notification extending Bengal Tenancy Act to— ..	App. C	210
Janch (scrutiny of the records)	401, 402	102
Jungle rights, etc.	387	99
Jurisdiction—		
Changes in Revenue—	701	180
————in Police—	702	180
————of—	698	179
Jurisdiction Lists—*See* Thana Maps and Lists.		
K		
Kanungo(s)—		
Annual sanction for—	186	51
Appointment of—, Rules for the—	App. K(I), 188	259, 51
Boat and Pony allowances of—	193	51
Distribution among various settlements ..	187	49
Duties of—	185, 340	49, 88
Leave of—	App.K(II), 191	259, 52
Promotion of—	192	51
Settlement service of—when qualifying	190	51
Training of—	App. M(II) 189	265, 51
Travelling allowance of—	175(c)	46

Subject.	Rule.	Page.
Khanapuri—		
Form of records	385	99
Other forms	386	99
Possession to be the basis of records	391	100
Rules to be prepared by Settlement Officer ..	384	99
Khas land	421	107
Khasmahals—Procedure of settlement in case of— ..	617	157
Khas Mahal Department—		
Relation of Settlement Department with—	329	84
Method of co-operation with—	403	102
Printed copies of records for—	474	120
Khatians—		
Distribution of—	519, 520	131
Sale of—	522	131
Kists	637	162
L		
Land—		
Classification of—	389	99
Director of Land Records and Surveys' power to sanction rent on—leased by Government	269	67
Mode of settlement of alluvial—	580	149
——————uncultivated and unoccupied—	580	149
Land disputes—Use of settlement records in criminal cases arising out of—	736, 742	191, 192
Landlords and Tenants—Applications by—for survey and record-of-rights under section 103A, Bengal Tenancy Act	9	4
Landlords' Improvements—Enhancement of rents on the ground of—	414	106
Land Registration Registers—		
Correction of Collector's—	691	177
Principles of correction of—	692	177
Record of discrepancies between Collector's—and existing facts	689	177
Land Revenue—		
Authorities to confirm—settlements	632	161
Calendar of—settlements	37	11
Classification of—settlements	577	148
Confirmation of—settlements	631	161
Settlements with proprietors. Demand in— ..	594	152
——————Special tenure-holders ..	595	153
——————raiyats or tenure-holders ..	596	153
——————farmers. Demand in—	597	153
Method of settlement of—to be ordinarily adopted ——————demand. Classification of— ..	578, 580 590	149 152
Object of settlement of—	573	147
Relation of the Government of India and Government of Bengal in—settlements	6	3
Settlements of—	5, 40, 628, 630	2, 12, 161

Subject.	Rule.	Page.
Laws—Under which settlement proceedings can be instituted	4	2
Leases—		
Cancellation of—. *See* Cancellation of leases.		
Discretion of Collector in respect of cancellation of—	681	173
Execution of—for land, houses, etc. ..	270	67
Farming—	628	159
Form of—	App. N	276
Of Government estates cannot be cancelled during their term	679	173
Provision in—	676	172
——for cancellation of leases of estates of recusant proprietors	680	173
——for re-settlement in—of Government temporarily-settled estates	676	172
Renewal of—	615	156
When long—may be given	447, 626	113, 159
When—are required	627	159
With farmers and proprietors in Government and temporarily-settled estates	609 App. N,	156, 276
With tenants	627	159
Leave—		
Allowances of Indian Civilians	174	46
——Officer of Provincial Executive Service	174	46
Application for—	173	46
Of Kanungos	191, App. K (II)	51, 259
Leave and pension contribution—		
Leviable in all operations for all permanent Government servants	98	25
Rules for calculation of—	App. U	335
Limit of enhancement of rent—General principles as to—	427	108
Limitation—Procedure in case of—in resumption proceedings	586	150
Lists—		
Of areas of which a record-of-rights under Bengal Tenancy Act is under preparation or has been fully published	486	124
Of Government estates and temporarily-settled estates	59	16
Of improvements in temporarily-settled estates ..	602	163
Thana Jurisdiction—	694, 697	179
Liveries—. Supply of— to Settlement Department	245	66
——to Survey Department ..	246	63
Local Board—Utility of Thana Maps for—purposes ..	730	187

Subject.	Rule.	Page.
M		
Magistrate—		
Use to the—of settlement records in trial of criminal cases arising out of land dispute	736-743	191, 192
ility of settlement records and maps for purposes of the—	733	189
Maintenance of boundary marks, etc.—		
Annual Report by Collector	720	185
——— Director of Land Records ..	721	185
Budget provision for—	52	14
Costs of, how recovered	489	126
Custody of Registers	710	182
Dafadari Register	705	181
Dafadar to report, necessary before pay ..	709	182
Distribution of marks among Dafadars ..	704	181
Duties of Panchayat	708	182
Entry of cases in Register 8	712	183
Extracts from registers to be given to Subdivisional Officer, etc.	710	182
Inspection of touring officers	711	183
Kanungoes and Amins to restore marks ..	717	184
Levy of the cost of repairs under the Survey Act ..	716	184
Making over marks to Dafadars	706	181
Method of relaying	718	184
Procedure on report of accidental damages ..	715	183
——— diluviation	713	183
——— wilful damages, etc. ..	714	183
Report of damages by residents outside the province	719	184
Report to Collector on removal of mark ..	707	182
Major operations—Lists of estates, etc., in— ..	317	80
Chain of communications in—	16	6
Budget of—	34	9
Malikana—		
Allowances in land-revenue settlements	607	154
Note by Settlement Officer on confirmation report of the amount of—payable to recusant proprietors of temporarily-settled private estates	449	114
Manual—		
Explanation of—	1	1
Extent of application of—	2	1
Map(s)—		
Budget provision for reproduction of— ..	51	14
Changes in thana jurisdiction—	700	180
Copies of previous—to be prepared for comparison in all operations	319	81
Distribution of—to owners of several interests ..	521	131
——— to landlords and tenants ..	519	131
Maintenance by the Collector of lists and—of Government estates and temporarily-settled estates ..	59	16
Mark—	379	97

Subject.	Rule.	Page.
Map(s)—*concld.*		
Preparation of—for Vandyke reproduction ..	401	102
Register of trijunction—	375	96
Reproduction of special—for boundary marks ..	381	98
Rules for the supply of—from Collectorate and Sub-divisional offices	58, App. O	16, 284
Sale of—	522	131
Scale of—	313	79
Scale of thana jurisdiction—	696	179
Skeleton thana—	703	180
Thana jurisdiction	694, 695	179
Treatment of charges of—reproduction incurred by Director of Surveys	123	35
Uses of—	731	187
See also Reproduction of Map, Thana Maps and Lists	726, 727	186
Maritime lands—Resurvey of—	653	166
Marks (Boundary and Special)—	357, 362	92, 94
Accidental damage. Procedure on report of— ..	715	183
Adjustment of cost of maintenance of— ..	121	33
Annual Report by Collector	720	185
——————by Director of Land Records ..	721	185
Budget provision for the maintenance of— ..	52	14
Check of Settlement Officer	374	96
Conventional signs for—	364	94
Delivery of charge of trijunction marks to Chaukidar	372	95
Duties of Chaukidar	373, 706	96, 181
——————Dafadar	706	181
——————Panchayat	708	182
Erection of—after dispute	357	92
Final distribution of marks to villagers	383	98
Kanungoes and Amins to restore—	717	184
Levy of cost of repairs under the Survey Act ..	716	184
Location of trijunction marks	369-71, 377-79	95, 96, 97
Maintenance of—(*See* Maintenance).		
Method of relaying—	718	184
Operations under Tenancy Act	367	95
Permanent marks	364	94
Proceedings not under Tenancy Act	366	94
Procedure in major operations	368	95
Register of mujmili (marks)	375, 704	96, 181
Preparation of mujmili—	379	97
Reproduction of mujmili—	381	98
Report of damage by residents outside the Province	719	184
Serial numbers for stones	380	98
Special marks	376	97
Temporary boundary marks	363	94
To be made over to Collector	382	98
Type of—	365	94
Wilful damage. Procedure on report of— ..	714	183
Mathematical Instruments—		
Rules of indent of—	234, 235, App. F(2)	.. 61 .. 216

Subject.	Rule.	Page.
Memorials—Rules regarding the submission of— ..	208	54
Ministerial Officers—		
Appointment of	181	48
Security of—	331	85
Minor operations—		
Director of Land Records and Surveys' inspection of—	26	7
Limit of establishment in—	183	49
List of estates, etc., in—	318	80
Map reproduction in—	401	102
Notes for orders in technical and legal difficulties in—	23	7
Powers of Collector in—	67	18
Resumption procedure in—	589	151
Procedure to be followed in communicating Director's own instructions to Collectors in— ..	22	6
Chain of communications in—	19	6
Collector's supervision of—	20	6
Missing Estates—Collector to enquire about— ..	693	178
Municipalities—		
Apportionment of cost between—and Government ..	89	23
Boundary marks in—	704	181
Initiation of settlements in—	4	2
Special plot-index in case of—	475	120
Special rules for settlement of—	10	4
Unit of survey in the case of—	303	77
Chain of communications in survey of— ..	21	6
Munsifs—Deputation of—	161	43
N		
Nazir—Duties of—	250, 336	64, 87
Non-standard forms	224, 226	59
Notation of shares—System of—	324	83
Note(s)—		
For orders in technical and legal difficulties ..	23	7
For inspection	28	7
Thana—	464	117
Village—	460	116
Notice—		
Issue of—in resumption proceedings under the Regulations	583	150
Of re-settlement to issue before expiry of engagement	675	172
Of re-settlement	674	171
Process-fee not charged on general— ..	136	39
———————charged on special—	137	39

Subject.	Rule.	Page.
Notification(s)—		
Area (Settlement)	7	3
—— (Survey)	8	3
—— and powers. Survey and Settlement for powers	App. B, 68	208, 18
Of final publication	485	124
Noting—Of orders on appeal or revision	531	133
O		
Objections—		
Against entries or omission in a settlement rent-roll ..	438	112
In diara proceedings	661	169
No appeal against—under section 103A, Bengal Tenancy Act	530	133
Stage when section 103A, disposed of—	401-402	102
Occupancy raiyats—		
Alteration of rent of—owing to increase or decrease of area	418	106
Enhancement of rents of—	412	105
Reduction of rent of—	416,417	106
Office—Organisation of—	330	85
Office orders—Copies of—not to be given	144	40
Officers—		
Confidential reports of—	63	17
Leave of—	173	46
Reversion of—	155	43
Officiating appointments—Imperial service	170	45
Operations—		
Imperial—. Definition of—	29	8
Major—. Definition of—	13	5
Minor—. Definition of— ..	13	5
Provincial—. Definition of—	29	8
Orderly—Appointment of an—to officers deputed to settlement training	218	57
P		
Panchayat—Duties of—as regards boundary marks ..	708	182
Parcha—Definition of—	386	99
Pass Book—Treasury—	105	27
Pay—		
Forfeiture of—of dismissed officers	212	55
When not to be included as settlement expenditure ..	490	126
Payments—		
Distinction between contract and fixed—	332	86
To amins or muharrirs	337	87

Subject.	Rule.	Page.
Peons—Process serving—. Salaries of—how paid ..	149	41
Permanent Advance—Power of Director of Land Records and Surveys to sanction	203	53
Permanent Settlement of Estates	574, 621, 622	147, 158
Government of India's confirmation when required ..	635	162
No—without statutory right	621	158
Power of Board to confirm—	632	161
Peshkar—Duties of—	334	86
Petitions—Rules regarding presentation of— ..	App. L.	262
Plot-Index—		
Insertion of— in public copies of final records ..	473	120
——— in the case of municipalities ..	475	120
Police Jurisdiction—Changes in—	703	180
Police-station maps	694	179
Pools—Fishery rights in—	642	164
Possession—To be the basis of the record	391	100
Postage Stamp—Register to be kept	253	64
Postal arrangements for attestation work	400	101
Power of Director of Land Records and Surveys—		
To confirm regular settlements	632	161
——— settlement rent-roll and hear appeals ..	439 *et seq.*	112
To countersign indents for mathematical instruments	236	62
To grant settlement allowances	170	45
——— transit pay and allowances	200	52
——— travelling allowances on first recruitment ..	198	52
——— daily allowances to job-charged contingent establishment	201	52
To purchase books, periodicals, etc.	240	62
To reappropriate budget grants	29	
To sanction advances for purchase of horses ..	202	52
——— annual and revised budgets (Provincial) ..	45	13
——— in re-appropriation of survey and settlement budget	35	10
——— carriage of camp equipment	179	48
——— expenditure on individual works ..	268	67
——— permanent advances	203	53
——— petty local purchases of stationery and rubber stamps	229	60
——— purchase of articles of European manufacture in the local market	241	62
——— Purchase of typewriters and duplicates ..	242	62
——— Purchase of elephants	244	63
——— rent on lands and buildings leased by Government	269	67
——— settlement establishment	181	48
To vary details of sanctioned temporary establishment	182	49
To write off irrecoverable items at recovery ..	516	130
——— losses of stores	266	66

Subject.	Rule.	Page.
Power(s)—		
Of Collectors in minor operations	67	18
Of Commissioners of supervision and control in boundary disputes	356	91
Of dismissal	205, 206	53, 54
Of Government of India to sanction inception of Imperial operations	30	8
Of Local Government in appointments	151	42
Of officers under the Regulations	72-74, 81	19, 21
——— to compel attendance under the Regulations	81	21
——— Survey Act	79	21
Of officers under the Survey Act	70	18
Of Revenue officers	64	18
——— appointed as Settlement Officers ..	66	18
———to compel attendance and production of documents	App. H, 70-84	233, 18—21
——— to make preliminary enquiries under section 476, Criminal Procedure Code	78	21
——— to punish for contempt of court ..	77	20
Of Settlement and Assistant Settlement Officers ..	65	18
Of Technical Advisers	344	89
Special—under the Tenancy Act	69	18
——— under different laws	83	21
Standard notification for—	App. B., 68	208, 18
Preliminary Rate-Report—		
Procedure after submission of—	430	110
Submission of—	429, 431	109, 110
Preliminary Correspondence—		
Survey and Settlements under Director of Land Records and Surveys	14	6
Deposit of cost of—	15	6
Prevailing rates	412	104
Previously surveyed areas—Treatment of—	31, 320	8, 81
Prices—Enhancement of rent for rise in—	413	105
Principles—As to limit of enhancement of rent contract	427 App. Z (1)	108 553
Printing—*See* Final Records.		
Printing of forms—Restriction to—	227, 228	60
Process-fees—		
Charged on special notices except to correct errors ..	137	39
Recovery of—	141	40
Remitted on general notices	136	39
Salaries of process-serving peons	149	41
Scale of—	140	39
To be turned into stamps	139	39
See also Accounts.		
Proclamation—General—for demarcation of boundaries ..	309	78
Produce rents—		
Assessment of—in Government and temporarily-settled estates	422	107
Commutation of—. Stage when disposed of ..	401, 402	102

Subject.	Rule.	Page.
Production—Of original papers in Court	147	40
Programme—		
In large settlements	294	75
In small settlements. *See* also budgets and estimates under Sanction	296	75
In aerial survey	295	75
Progress Return—		
In minor operations	60	17
Monthly—of Settlement Officers	53	15
Submission of—of Settlement Officers to Government, etc.	57	16
Progressive enhancements(in)—		
Land Revenue settlements	600	153
Rent resettlement	427	108
Proprietary Estates—Assets in—in land revenue settlements	591	152
Proprietors—Land Revenue settlements with— ..	594	152
Prescriptions of establishment	210	55
Provincial Operations—		
Proposals for—. Submission of—	33	11
Sanction to—	36	11
Public Bodies—Survey of lands belonging to— ..	350	90
Public Money—Power of Director of Land Records and Survey to write off irrecoverable—	266	66
Publication of draft rent-roll—	438	112
Punching of stamps	148	41
Purchase of— Typewriters and Duplicators ..	242	62
———— Elephants	244	63
———— Articles of European manufacture ..	241	62
R		
Railway Lands—		
No recovery of cost of survey and settlements from—	497	128
Survey and settlemtnt of—	11	4
Raiyati Rents—		
Legal grounds for change of—	411	104
Procedure of preparation of table of rates in— ..	433-436	111
Rate-Report—Submission of preliminary—for settlement of rents	429-431	109, 110
Receipt(s)—		
Classification of—other than deposits and recoveries ..	108	28
Treatment of cash—	109	29
———— in stamps	111, 112	30
———— copying fee—	113	30

Subject.	Rule.	Page.
Record(s)—		
Annual Report by Collector on uses of settlement ..	735	190
Arrangement of printed—in record-room ..	477	121
——————according to mauzas ..	723	186
Arrangement for making over —in Collectorate ..	579	249
——————to the Collectorate ..	572	145
Check of printed—	479	121
Criminal Courts not to be used for contesting the validity of—	738	191
Custody of settlement—before final deposit ..	271	67
Deposit of—in Collectorate Record-room	552-570	140-144
Distribution of—and maps	519	131
General nature of information contained in the— ..	722	186
Possession to be the basis of the—		
Presumption of correctness of—until the contrary is proved by evidence	391	100
Procedure for issuing copies of printed—	737	191
Scale of establishment for making over—to the Collectorate	478	121
Use of settlement— for Collectorate purposes ..	App. W.-(1)	352
——————for Magistrate's purposes ..	732	188
——————in Registration Department ..	733	189
——————in criminal cases	734	190
Value of information in the—in famines, etc. ..	736-743	191, 192
———as basis of legislation	724	186
	725	186
Records-of-Rights—		
Areas in which prepared. List of—	486	124
Civil Courts may not correct—	535	133
Contents of final record	476	120
Correction of fraudulent entries	533	133
——————arithmetical or clerical errors ..	534	133
——————Finally published maps	537	134
Form of final record	437	111
Form of—	385	99
See also Final Record.		
Noting of orders on appeal or revision	531	133
——————— corrections	532	133
——————— in the headings of maps and records	538	134
Presumption of correctness attaching to— ..	737	191
Validity of, not to be contested in Criminal Courts ..	738	191
Record-Room—		
Arrangement of printed records in the—	477	121
Collectorate—. Relation of the Settlement Department with the—	329	84
Deposit of settlement records in Collectorate—. ..	552, 571	140, 145
Recovery—		
Apportionment—		
——————between proprietors, tenure-holders and raiyats	499	128
Calculation of expenditure	489	126
Certificates	512	130
Early report of proposals	488	126
Order of, when required	491	126
Order to be conclusive	504	129
Principles of—in district settlements and in settlement under section 101(2) (*b*)	492	126
Principles of—in minor settlements	493, 494	127
Treatment of excess—	116	31

Subject.	Rule.	Page.
Recovery—*concld.*		
Computation—		
Basis of—	495	127
District Board lands	498	128
From lowest grade of landlord	502	128
Khas lands	496	127
Minimum charges	506	129
Ordinarily to be made on basis of recorded status	505	129
Permanent tenure-holders	500	128
Railway lands	497	128
Rent-free holders	501	128
Temporary tenure-holders	500	128
Under-raiyats	503	128
Distribution of copies—		
Defaulters and certificates	512	130
Deficient or excess collection	516	130
Demands and receipts	510	129
Demands from other districts	515	130
General	519	131
How to be treated	114	30
Intimation to Collector	509	129
Large sums due from landlords	513	130
Notices	511	130
Of khatians	520	131
Of maps	521	131
Organisation of staff	508	129
Power of Director of Land Records and Surveys to write off irrecoverable dues	516	130
Provision for guards	509	129
Sale of maps and khatians	522	131
Sale-proceeds how credited	522	131
Time of recovery	507	129
Transfer of tenancies	514	130
Submission of statement showing progress	517	131
——————after completion of recovery	518	131
Recruitment—		
of Amins	196	51
Rules for—of Kanungos	App. K., 188	259, 51
Recusant Proprietors—		
Cancellation of leases of—	680	173
Settlement procedure in case of—	617	157
Reduction of Rent or Revenue—		
Confirmation of—	687	174
Grounds for—	683, 688	174
Method of calculation—	685	174
Officer to be employed in—	686	174
Procedure in temporarily-settled estates	684	174
Re-formed Islands	644	165
Refunds, how to be treated	115, 116	31

Subject.	Rule.	Page.
Register—		
Account—	104-106	26, 27
Correction of Collector's—	691	177
Custody of—of boundary marks	710	182
Dafadari—of boundary marks	705	181
Director of Land Records and Surveys'—of accounts of Advances Recoverable Operations	133	38
Director of Land Records and Surveys'—of accounts of Imperial Operations	122	34
District—of tenures	466	118
Entry in Collectorate—of reports regarding disappearance of boundary marks	712	183
Of apportionment of cost between different estates ..	122	34
Of instruments and furniture, etc.	254	64
Of trijunction marks	372,375	95, 96
Postage stamp account—	253	64
Principle of correction of Collector's—	692	177
Record of discrepancies between Collector's—and existing facts	689	177
Report to Collector of discrepancies discovered ..	690	177
Section—	332	85
Stationery—	252	64
Registration—		
Lands to be described with reference to maps of recent survey for—purposes	App. D., 734	212, 190
Registration Act—Notification prescribing the use of survey maps and records for the purposes of section 21 of the—	App. D.	212
Registration Department—Uses of settlement maps and records in the—	734	190
Regulations—		
Limitations to the use of—	74	19
Powers to enforce attendance under the— ..	81	21
Powers under the—	73	19
Relation of Settlement Department—		
With Collector, Commissioner and the Board ..	17	6
With Khas Mahal Department	329	84
Remittance—Of money	337	87
Rents—		
Alteration of—owing to increase or decrease of area	418	106
Enhancement of—of occupancy raiyats ..	412	104
——————of tenures	419	106
Instalment of—	637	162
Legal grounds for change of—of raiyats ..	411	104
Limit of enhancement of—	427	108
Of under-raiyat	420	107
Of tenants other than those recognised by the Bengal Tenancy Act	426	108
Procedure to be followed in settling—	428	108
Produce—	421	107
Reduction of—of occupancy raiyats	416, 417	106
What—must be settled	404	103

Subject.	Rule.	Page.
Rent-free holders—Recovery of survey and settlement cost from—	501	128
Rent-Roll—Prompt revision of—	638	163
See also Settlement of fair rents.		
Repair—of Type-writers	243	62
Reports (Returns)—		
Annual Apportionment Statements	120	32
————————and Adjustment Statements.		
Submission of—by Settlement Officers and Collectors	121, 125	33, 35
————————of Directors of Surveys ..	126	36
Annual—by Collectors on uses of settlement records	735	190
————(administrative) of Settlement Officer ..	55	15
————(diara)	668	170
————(financial) of Settlement Officer ..	120	32
————of Director of Land Records and Surveys..	58	16
————(maintenance of boundary marks) ..	720, 721	185
————(uses of settlement records)	735	190
Calendar of returns from Settlement Officers and Collectors	App. G	231
Confidential—of Kanungos and Amins, etc. ..	348	89
Confirmation—of settlement rent-roll	440	112
Confirmation—	634, 640	162, 163
See also Settlement of fair rents.		
Consolidated apportionment statement of Director of Land Records and Surveys	128, 129	36
Detailed examination of expenditure in— ..	54	15
————monthly statement of expenditure and receipts, etc.	117	31
Financial statement	120	32
Monthly progress returns of Settlement Officer ..	53	15
Regarding settlement of new island formations to be confidential	651	166
Submission to Government	57	16
Special reports regarding excess expenditure when required	56	16
Statements of progress in minor operations ..	60	17
Submission of a preliminary—for settlement of fair rents	429-431	109, 110
To Collector of removal of boundary marks ..	707	182
Training of junior officers, etc., and Sub-Inspectors	222	58
To Government about training camp accommodation	221	58
Final Reports—		
Adoption of area standard	550	139
Appendices to—	548	139
Area covered by—	540	135
Avoidance of fractions of acres, vernacular expressions, etc.	551	139
Diara—	668	170
Index and glossary	545	138
Length of—	544	138
Major operations	543	138
Minor operations	546	138
Operations under Act VIII of 1879	456	115
Particulars required in—	541	135
Resumed estates—to be accompanied by resumption decree	549	139
Small estates	547	139

Subject.	Rule.	Page.
Reports (Returns)—*concld.*		
Submission to superior authorities	539	135
Synopsis in—	542	138
Uses of settlement records to be described in Annual Administration—of the Director	735	190
Reproduction of Maps—		
Budget estimate for—	51	14
Despatch to Director of Surveys for—	401	102
Treatment of cost of—	123	35
Re-settlement—		
After colonisation	746	193
Calendar of—	37	11
Constitution of villages in—	322	82
Ordinary procedure	327	83
Notice of—	674	171
———to be issued before expiry of engagement ..	675	172
Procedure when no changes necessary	669, 670	171
Provision in lease	676	172
Retrospective effect how secured	677	172
Rights of cultivators to be secured	672	171
Steps to be taken to ensure	59, 486	16, 124
Summary settlements pending regular— ..	671	171
———report to Commissioner whether made in all cases	673	171
Resumed Revenue-free estates—In permanently-settled districts	622	158
Resumption—		
Act under which proceedings to be taken ..	582	150
Barred in certain cases	587	151
Estates acquired by Government, procedure in— ..	588	151
Limitation, procedure in the case of—	586	150
Minor settlements, procedure in—	589	151
Notice, issue of—	583	150
Power of Settlement Officers to resume— ..	581	150
Resumed estates to be settled with proprietors ..	612	156
Title to hold rent-free, procedure when invalid ..	585	150
——report to Commissioners, when valid ..	584	150
Re-survey—Of riparian and maritime lands when lawful	653	166
Returns—*See* Reports.		
Revaluation—Cess—with Imperial Settlement Operations	90	23
Revenue—Instalments of—	637	162
Revenue Court—Definition of	134	39
Revenue Jurisdiction—Changes in—	701	180
Revenue Officer(s)—		
Definition of—	134	39
Issue of commissions to—	App. E, 528	213, 132
Powers of—	App. A, 64	195, 18

Subject.	Rule.	Page.
Reversion—Of officers—	155	43
Revised Budget Estimate—Director of Land Records'—	48	14
Revision of orders—		
(*See* Appeal.)		
Of Settlements	327	83
(*See also* Re-settlements).		
Riparian Lands—Resurvey of—	653	166
Rules—		
Detailed—for Bargadagi system of survey ..	App. Q	305
——————regarding diara settlement	666	170
For calculation of leave and pension contributions ..	App. U	335
For the leave of Kanungos	App. K-II	261
For the supply and repair of Survey instruments ..	App. F (2)	216
For supply of maps from Collectorate and Subdivisional Offices	App. O	284
For supply of printed saleable records from Collectorates and Settlement Offices	App. W	340
For submission of memorials	208	54
For recruitment of Kanungos	188 / App. K-I,	51 / 259
For the training of Amins	197	52
For the training of District Kanungos	App. M-III,	273
For the training of Civilians and officers of the Provincial and Subordinate Executive Service ..	220 / App. M-I,	58 / 265
For the training of Kanungos	189 / App. M-II,	51, 270
For the protection of Government building from fire	App. Z (2)	554
Government—, under the Bengal Tenancy Act ..	App. A	195
Regarding presentation of appeals and petitions ..	App. L	262
Supplementary Khanapuri—may be prepared by the Settlement Officers	384	99
S		
Salaries—		
Of copyists	149	41
Of process-serving peons	149	41
Sale—		
Of village maps or khatians by Settlement Officer ..	108, 478, 522	28, 121, 131
——————————— Collectors ..	109	29
——————deposit with Collector for— ..	556, 569	141, 143
Saleable forms	224	59
Sample Estimates—		
Of staff and rates (Major Operations)	App. P.	296
——————(Minor Operations)	App. T.	310
Sanction—		
Annual—to the number of Kanungos	181	48
Appointments—*See* Appointments.		
Classification of settlements for financial purposes ..	29	8
Director of Land Records and Surveys' power of—of rents on lands and buildings leased by Government	269	67
Estimate of Imperial Operations	31	8
——————Provincial Operations	38	11

Subject.	Rule.	Page.
Sanction—*concld.*		
Inception of Imperial Operations	30	8
——————Provincial Operations	36	11
Of budget by Director of Land Records and Surveys..	45	13
Particulars to be included in proposals for Land Revenue and Advances Recoverable settlements ..	40	12
Proposals for inception of Imperial Operations ..	31	8
—————————— Provincial Operations ..	38	11
Revised Estimate (Provincial)	41	12
Sample estimate of staff rates in large operations ..	App. P	296
——————of small operations	App. T	310
Unit of estimate in Provincial Operations ..	39	12
When—of Government of India required for settlements	6, 7	3
Section Registers	332	85
Security (of)—		
Farmers	App. N, 619	276, 157
Ministerial officers	204, 331	53, 85
Separate Accounts—		
In correction of Collectorate Registers	692	177
In temporarily-settled estates	608	155
Settlements—		
Annulment of—. Order when to issue	682	173
Application under section 103	9	4
Classification of—for accounts purposes ..	85-88	22
——————for financial purposes ..	29	8
——————for purposes of control ..	13	5
——————of Land Revenue—	577	148
Distribution of sanctioned number of Kanungos amongst different—	187	49
Gazetted staff in—	156	43
Laws under which initiated	4	2
Mode of—of alluvial lands	580	149
——————of uncultivated or unoccupied lands ..	580	149
Municipalities, special rules for—	10	4
Notification required	7, 8	3
Notifications, standard, for area and powers ..	App. B	208
Main processes	3	1
Permanent—	621	158
Proposals for inception of Imperial—	31	8
Relation with Khas Mahal Department	403	102
Sanction of Government of India when required ..	6, 7	3
Under the Regulations. Limit to enhancement in the case of raiyati rents	74	19
What lands are liable to—	574	147
Settlement Establishment—Sanction for—	181	48
Settlement of fair-rents—		
Under Part II of Chapter X, Bengal Tenancy Act—		
Areas to be in acres	459	115
Confirmation report	440-42, 444 and 446.	112, 113
——————copies of—	445	113
——————when Board of Revenue must be consulted	447	113

Subject.	Rule.	Page.
Settlement of fair rents—*concld.*		
Draft Rent-Roll (preparation of, etc.)—		
Appeals	439, 443, 444	112, 113
Consideration of existing facts	410	104
Encroachment how treated	405	103
Enhancement of rent of raiyats	412-15	104-106
——————tenures	419	106
——————limit of	427	108
Enquiry into existng facts	409	104
Fallow lands	424	107
Grazing lands	425	108
Grounds for changes of rent of raiyats	411-18	104-106
Khas lands	421	107
Matters for enquiry	408	103
Non-agricultural lands, etc.	426	108
Objections	438	112
Officers by whom prepared	407	103
Preliminary report	429, 431	109, 110
Preparation of final record	448	114
Principles and rules for preparation of	407	103
Procedure in settling rents	428	108
Produce-rents	422	107
Publication of—	438	112
Reports—no further required after confirmation except final report	449	114
Stage when required	406	103
Table of rates	428, 432	108, 110
Tenures not binding against Government ..	437	111
Unassessed lands	423	107
Under-raiyats	420	107
Use of pies to be avoided in settling rent ..	457	115
——annas——————revenue ..	458	115
What rents must be settled	404, 405	103
Under Part III of Chapter X, Bengal Treasury Act—		
Government Rules to be followed	523	132
Issue of commissions	528	132
Place where court to be held	524	132
Principles to be followed in making over cases under sections 105, 105A and 106	526	132
Sub-Deputy Collectors not to be employed ordinarily	525	132
Transfer of section 106 cases to the District Judge (*See* Case-work)	527	132
Under Act VIII (B.C.) of 1879—		
Confirmation report coincides with final report ..	456	115
Grounds for enhancement of rents of occupancy-raiyats	453	115
Procedure in early stages	451	114
Rate-report and sanctioning table of rates ..	454	115
Rent-Roll	455	115
Table of Rates	452-54	114, 115
Under section 112 of the Bengal Tenancy Act ..	450	114
Settlement of Land Revenue—		
Allowances in—	593-99	152, 153
Alluvial accretions to be settled with parent estate ..	614	156
——formations—*See* Alluvion.		
Appeals	639	163
Assets, deduction of authorised allowances from— ..	593	152
——in Government estates	592	152
——in proprietary estates	591	152
Authorities to confirm—	632	161
Barradagi system	576	148
Classification of—	577-80	148, 149

Subject.	Rule.	Page.
Settlement of Land Revenue—*concld.*		
Confirmation of—	631	161
——Government of India, when required	6, 635	3, 162
——Permanent Settlements and alluvial accretions	634	162
——proceedings for reduction of Land Revenue	687	174
——regular settlements (temporary) ..	632	161
——settlement of fisheries	643	164
——summary settlements	633	163
——reports for	640	163
Defaulting estates not to be farmed to former proprietors	610	156
Deposit of records of—in Collectorate	562	141
Direct management by Government when to be adopted	618, 628	157, 160
Effect when to be given to settlement	637	162
Excess lands to be settled with owners	613	156
Farming leases	628	160
Fishery rights	641	164
Improvements, exemption of—	601-606	153, 154
Initiation of,—sanction of Government of India when required	6	3
Instalments of revenue	637	162
Issue of information slips after—	678	172
Lands liable to	575	147
——permanently settled	574	147
Land revenue demand, classification of— ..	590	152
——consolidated allowances may vary ..	598	153
——distribution of consolidated allowances in—	599	153
——in estates let in farm	597	153
——estates settled with proprietors ..	594	152
——progressive enhancements of— ..	600	153
Leases—*See* Leases.		
Malikana	607	154
Object of—	573	147
Permanent Settlement of resumed revenue-free estates	622	158
——when may be made ..	621	158
Possession to be given to settlement-holder ..	636	162
Power of confirmation of—	629	161
Private estates to be settled with former proprietors	611	156
Procedure when separate accounts exist ..	608	155
——to be followed	630	161
Prompt revision of rent-roll in Government estates	638	163
Resumed Lakhiraj estates to be settled with proprietors	612	156
Revision of—(*See* Re-settlements). Security from farmers	619	157
Settlement-holders, selection of by Settlement Officer	609	156
Settlement-holders, when recusant, procedure to be adopted	617	157
Summary settlements, confirmation of	633	162
—— pending regular re-settlements ..	671, 673	171
Term of settlement in char lands	447, 625	113, 158
—— in Government estates ..	447, 624	158
—— in temporarily-settled estates ..	447, 623	158
To be preceded by operations under the Tenancy Act	5	2
Undivided shares of estates, with whom may be settled	620	157
Waste lands	576	148

Subject.	Rule.	Page.
Settlement Officers and Assistant Settlement Officers—		18, 19
Powers of—	65, 66, 71	43
Post and scale of—	158	
Settlements (Preparation for)—		
Agency	315	80
Check of traverse plots	323	83
Copies of thak and other previous maps ..	319	81
Crop-cutting experiments	328	83
Formation of settlement villages	321	82
Lists of estates in major operations	317	80
——————— minor operations	318	80
Preliminary arrangements for survey	326	83
Preparation for settlement	314	80
Previously surveyed areas	320	81
Provision of Survey Instruments, etc.	316	80
Registrations of Amins	325	83
Revision settlements	327	83
Survey of lands in which Government is interested ..	329	84
System of notation of shares	324	83
Settlement Records—		
Custody of settlement records before final deposit ..	271	
Sources of general information as to uses of—(*See* Uses of Settlement Records)	743	192
With reference to maps of recent survey	735	190
Settlement Service—Of Kanungos when qualifying ..	190	51
Shares—Notation to be adopted	324	83
Special work—Carried on with Imperial Settlement Operations	90	23
Special Pay—Admissibility	167	45
To Officers, Bengal Civil Service and Bengal Junior Civil Service	172	45
Special allowance—To Kanungos	193	51
Stamps—		
Punching of—	148	41
Treatment of receipts in —(*See* also Accounts) ..	111,112	29, 30
Standard forms	224, 225, 68	59, 18
Standard Notification for powers	App. B.	208
Allotment for—	231	60
Stationery—		
Cost of—	101	26
Register of—	252	64
Statistics—		
Compilation of agricultural—	455	117
In Final Reports	548	139
Statements to be prepared	460, 461, 463	116, 117
Thana Statistical Register	464	117
Units for—	462	116

Subject.	Rule.	Page.
Stock—*See* Indents.		
Stock, custody of—		
Balance to be struck	258	65
Charge of stores	248	63
Destruction of sale of unserviceable instruments, etc.	264	66
Duties of Nazir	249	63
Entries in stock books	262	65
Erasures or cutting forbidden	259	65
Examinations of—, before indenting	238	62
Realisation of value of articles not returned ..	261	65
Receipts to be taken	260	65
Requisition to be signed	256	65
Responsibility of tour clerk, etc.	265	66
Stock-books	250, 251	64
Stock to be taken	263	65
———for minor operations to be supplied by Collectors	223	59
Stores, power of Director of Lands and Surveys to write off irrecoverable losses	266	66
Tents	237	62
Stores—		
Power of Director of Land Records and Surveys to write off irrecoverable value of—	266	66
Charge of—	248	63
Requisition for—in Survey Department ..	257	65
Summary Settlements—Confirmation of—	633	162
Survey—		
Gazetted staff in—		
Of Municipality	157	43
(*See* also Cadastral Survey.)	10	4
Survey Act—		
Notification under—when required	8	3
Power under the—	70, 71	18, 19
———————to compel attendance, etc. ..	79	21
———————to remit fines	80	21
When should be employed	72	19
Survey and record-of-rights—Application for—under section 103, Bengal Tenancy Act	9	4
Surveys and Settlements—		
Laws under which conducted	2	1
Main processes	3	1
Proposals for Provincial—. Submission of— ..	38	11
Provincial—. Sanction to—	36	11
Suggestions of District Judge to be obtained before undertaking important—	18	6
Survey officers—		
Pay and allowances of—	171	45

Subject.	Rule.	Page.
T		
Table of rates—	428-32	109, 110
Procedure for preparation of —	433-36	111
Technical Adviser—		
Deputation of—	163	44
Diary of—	346	89
Duties of—	342, 345	88, 89
Leave of—	173	46
Powers of—	344	89
Relations with other officers	343	88
Settlement allowance of—	168	45
Temporary Establishment(s)—		
Communication of orders of sanction to Accountant-General		
Provision for—	180	48
Varying details of sanctioned—	182	49
Temporarily-settled Estate—		
Assessment of revenue in—to be made under the Regulations	5	2
Lists of improvements in—	602	153
Procedure in boundary disputes in—	361(i), 361(x)	92, 93
Rent settlement in—	405	103
Separate accounts of—under settlement ..	608	155
Summary re-settlement of—	671	171
Term of settlement in—	447, 623	113, 158
Tenders	247	63
Tents—*See* Indents.		
Tenures—		
District Register of—	466	118
Enhancement of rents of—	419	106
Not binding on Government	437	111
Tenure-holders—		
Alternation of rent of—owing to increase or decrease of area	418	106
Recovery of survey and settlement cost from permanent—	500	128
——————————————————————————tem-		
porary—	500	128
——————by any special contract	595	153
Term of Settlement—		
In char lands	447, 625	113, 158
In Government estates	447, 624	113, 158
In temporarily-settled estates	447, 623	113, 158
When long leases may be given	447, 626	113, 158
Thak comparison—Rules for—	392	100
Thak maps—Copies to be made before settlement commences	319	81

Subject.	Rule.	Page.
Thana Maps and Lists—		
Chandra's Maps and Lists	701	180
Changes in—(police jurisdictions)	702	180
———— thana lists	697, 698	179
———— thana maps	700 695,	180
Custody and supply of maps in Collectorate, etc. ..	App. O.	284
Distribution of thana list	697	179
———— maps	694	179
Police-station maps	694	179
Scale of thana maps	694	179
Skeleton thana maps	703	180
Training—		
Of Amins	196, App. M(III)	51 273
Of Civilians, Deputy Collectors, etc.	216, 217, App. M(I),	57 265
Of Kanungos	189, App. M(II)	51 270
Of Munsifs	161	43
Privileges of officers on—	217	57
Reports on training	222	58
———— accommodation in training camp ..	221	58
Transit pay—		
Power of Director of Land Records and Surveys to grant—and allowance	200	52
Transfer of charge—to be avoided	62	17
Travelling allowance—		
Authority for countersigning—bills of officers ..	177	47
Of Kanungos	175	46
Power of Director of Land Records and Surveys to grant—of first recruitment	198	52
———— of survey menials	199	52
Special rates of—	175	46
——— when not to be included in settlement expenditure	490	126
Traverse plots—Check of—	323	83
Traverse Survey—		
Boundary disputes not decided at traverse stage ..	306	77
Deposit of cost of—	301	77
Demarcation —Major Operations	308	77
———— Minor Operation	310	78
———— in air survey	312	79
Director of Surveys ordinarily to conduct ..	298	76
General proclamation	309	78
Municipalities	303	77
Scale of map	313	79
Traverse survey	297	76
How initiated	299	76
Requisition for—	300	76
Treatment of charges of—incurred by Director of Surveys	123	35
When traverse should be done	311	78

Subject.	Rule.	Page.
Trijunction Marks—*See* Marks.		
Treasury—		
Transaction with—	105	27
Typewriters—Purchase of—	242	62
——————Repair of	243	62
U		
Unassessed lands	401	102
Under-ryots—		
Recovery of cost of survey and settlement from— ..	503	128
Rents of—	420	107
Undivided shares of estates—Settlement of— ..	520	157
Unit—		
Of Accounts	92	23
Of Estimate	39	12
Unit of survey—		
In minor operations	305	77
In Municipalities	303	77
Procedure to be adopted in determining ..	302, 321, App. R.	77, 82 307
Where no Revenue Survey exists ..	304	77
Use—		
Of acres, rupees, etc., in final reports	550, 551	139
Of pies, annas and local measures when to be avoided in rent-settlements	457, 459	115
use of Settlement Records (and Villages Maps)—		
Criminal cases	733, 736-43	189, 191, 192
Report of, to be included in Annual Land Administration Report of District Officer	735	190
V		
Verification—By Accountant-General, Bengal, of monthly statements of receipts and expenditure	118	32
Villages—	383	98
Distribution of boundary marks to—	302,	77
Formation of settlement villages	App. R., 321	307, 82
W		
Wards' Estate—Inclusion of settlement costs in budget of—	49	14
Witnesses—		
Diet money of—	109	29
Summons and attendance of—, Order XVI First Schedule of Civil Procedure Code	App. H.	233

List of corrections to the Bengal Survey and Settlement Manual, 1935.

Number and date of correction slip.	Date of receipt.	Pages on which the corrections are noted.	Remarks.
1	2	3	4

Number and date of correction slip.	Date of receipt.	Pages on which the corrections are noted.	Remarks.
1	2	3	4
1	1- 4 · 1936	260 App K R 8 ·	
2			
3	8. 7 1936	119, 469(4)i	
4	11 7 1936	28 . 91	
5	17 "	57 . 214	
6	17. 8 "	45 . 169	
7	21 . 8 "	R 11 . . 38(2)4	
8		128 . 478	
9	1 10 "	387 , Form 21 —	
10	1 12 "	261 ; App K R 2	
11	9 " "	46-47, 175	
12	10 " "	387 , Form 21	
13	6 1 1937	161 , 632	
14	7 " "	343 , 11 811 5	
15	" " "	484 ; App X Form 10	
16	23 12 1936	285 . 9	
17	11 2 1937	342 , 6	
18	2 " "	286 , 10 App O.	
19	24 " "	343 , 9 App. O	
20	1 3 "	130	
21	13 " "	2 , R. 5	
22	22 " "	120 , 476 8 .	
23	23 4 "	342 , 6	
24	7 5 "	445 , App X Form 48	
25	8 . 6 "	130 , 514	
26	21 " "	174 , App X Form 1	

Number and date of correction slip.	Date of receipt.	Pages on which the corrections are noted.	Remarks.
1	2	3	4
27	6. 7. 1937	551. Appx.	
28	6. 9. "	408. Appx 7 to 29	
29	22 " "	276-83 7 to 12 3.	
30	" " "	120. 476 A	
31	26. 11. "	422. Appx 7 to 6	
32	16 12 "	341-42 Appx R 6	
33	16 " "	181, 704	
34	22 " 1938	149. 388.	
35	6. 4 "		
36	14 " "	342 - Appx R 6	
37		142, 588	
38	23 My 1938		
39	30. 6 1938	51. 192	
40	4. 8. 1938	286, 10	
41	13 8 1938	31 6.	
42	" "	32, 198	
43	22. 8 1938	59. 209	
44	31 10. "	286. 2.	
45	7. 12. 1938		
46	"	B. R. 30	
47	"	9-10	
48	"	13	
49	"	16	
50		53-54	
51	21 12. 1938		

Number and date of correction slip.	Date of receipt.	Pages on which the corrections are noted.	Remarks.
1	2	3	4

overnment Publications for Sale

AVAILABLE AT

al Government Press (Publication Branch)
38, Gopalnagar Road, Alipore
and
les Office, Writers' Buildings, Calcutta

CURRENT MISCELLANEOUS PUBLICATIONS:—

The Bengal—Miscellaneous Re. 1-1a. (6a.).

Faridpur." As. 3 (1a.).
Pabna." As. 4 (2a.).
ed by Bengal Board of conomic Enquiry.)

Seventy-second Annual he Government—Plantations in Bengal for the year 5 (2a.).

ineer. Annual Report of Health Department, Bengal, 1932 and 1933. Re. 1 (2a.).

Half-yearly—for Bengal p to 1st January 1935. 1-1a.).

s. List of Hospitals, — dical institutions in Bengal, to 31st December 1933. .).

a. Annual Report on the Hospitals and—under the of Bengal for the year (6a.).

Estates. Extracts from 1932, corrected up to June rs III, IV and V. As. 12 ali.

port on the Administration he Presidency of Bengal ear 1933. Re. 1-2a. (3a.).

Land Revenue. Report on the—Administration of the Presidency of Bengal for the year 1933-34. As. 13 (3a.).

Legislation. Effect of—List for 1933. A. 1 (1a.).

Moslem. Report of the—Education Advisory Committee, 1934. As. 4 (4a.).

Practice. The Bengal—and Procedure Manual, 1934. Re. 1 (6a.).

Publicity Board, Bengal. Pamphlets—

"Faridpurer Krishi" by Babu Binodelal Bhadra in Bengali. As. 4 (2a.).

"The Position and Powers of the Governor in the new Constitution." As. 2 (1a.).

"Unemployment Relief Scheme." As. 2 (1a.).

Tables. Chronological—for 1935. A. 1 (1a.).

Trade Unions. Report on the Working of the Indian—Act (XVI), 1926, in Bengal for the year ending 31st March 1934. As. 10 (1a.).

Trees of Northern Bengal by A. M. Cowan and J. M. Cowan. Re. 1-12a. (4a.).

Workmen's. Form "G" under the—Compensation Act. Fies 6 (1a.).

CATALOGUES FREE